

**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 16/74 : **HEAD CLINICAL UNIT (PAEDIATRIC NEPHROLOGY, PAEDIATRIC SOLID ORGAN TRANSPLANTATION)**

SALARY : R1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-specialist in Paediatric Nephrology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-specialist in Paediatric Nephrology. Experience: A minimum of 3 years' appropriate experience as Medical Sub-specialist after registration with the HPCSA as a Medical Sub-specialist in Paediatric Nephrology. Inherent requirement of the job: It is expected that the incumbent will perform commuted overtime in order to cover the clinical service. Competencies (knowledge/skills): Post specialisation experience in Paediatric Intensive Care would be an advantage as many of the patients undergoing acute dialysis are critically ill.

DUTIES : Responsible (with the consultant team) for the care of children with acute, and/or chronic renal disease; children with multisystem disease including renal disease; children undergoing solid organ transplantation. Patient care and supervision of junior medical staff. Teaching and training of medical, nursing and clinical technology (providing renal replacement therapy and running urodynamic studies) staff. Participation in research and clinical audit activities in the Paediatric subspecialty services. Development and implementation of research into issues pertinent to paediatric renal disease and transplantation in South Africa. Overall management responsibility for the additional subspecialist services in the clinical area (GIT, rheumatology).

ENQUIRIES : Prof A Argent, Tel No: (021) 658-5369, email: andrew.argent@uct.ac.za

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

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 04 May 2018

OTHER POSTS

POST 16/75 : **HEALTH FACILITY PLANNER**
Directorate: Infrastructure Planning

SALARY : R657 558 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Health Professional and / or the South African Nursing Council (SANC) as a Professional Nurse. Experience: Appropriate experience as a registered Healthcare professional ideally at a Public Sector healthcare facility. Relevant infrastructure or space planning related experience (built environment). Inherent

requirements of the job: Valid (Code B/EB) driver's licence (manual). Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Good understanding of health care clinical and operational protocols relevant to infrastructure design. Understanding of the public sector health service delivery platform, indicators and service plan and how this links with infrastructure. Working Knowledge of legislation and guidelines relevant to health care infrastructure i.e. IUSS, PN 187, NCS, Ideal Clinic. Understand how to interpret existing and develop new Functional and Technical Norms and Standards Understanding of government-wide planning, monitoring, reporting and evaluation frameworks, processes and procedures. Experience in the preparation of reports, submissions and presentations. Sound interpersonal, computer literacy (MS Office) and good verbal and written communication skills in at least two of the three official languages of the Western Cape. An understanding of the clinical activities and needs at all levels of the health service. Knowledge of architecture and engineering in relation to health facility design.

DUTIES : Review existing and, where necessary, develop new clinical and operational narratives to inform the design of appropriate infrastructure. Review facility layouts and design in terms of current clinical best practice and legislation. Review and develop healthcare facility functional and technical norms and standards. Support end users in the preparation of Project Business Cases. Review Project Business Cases in consultation with Districts and Specialised Services. Assist with compiling briefing documentation and specifications. Carry out Post Occupancy Evaluations (POE).

ENQUIRIES : Mr D Rendall, Tel No: (021) 483-6769
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/76 : **ASSISTANT DIRECTOR: MEDICAL ORTHOTICS AND PROSTHETICS**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R459 558 per annum
CENTRE : Western Cape Rehabilitation Centre (Orthotic and Prosthetic Centre, Pinelands)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration with the HPCSA as a Medical Orthotist and Prosthetist. Experience: A minimum of 3 years' appropriate experience after registration with HPCSA as Medical Orthotist and Prosthetist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and be on call standby duties as required. Competencies (knowledge/skills): Strong leadership, problem-solving, decision-making, negotiation and conflict resolution skills. Knowledge and competency in cost-efficient and effective Orthotic and Prosthetic production and service delivery mechanisms, in line with relevant key Western Cape Department of Health Policy Frameworks. Competency in Public Sector People Management, including Recruitment and Selection, Performance Management, Labour Relations, Information Management (data management, analysis, interpretation, target setting, monitoring and evaluation) with the appropriate computer literacy skills.

DUTIES : Comprehensive Strategic and Operational Management of Orthotic and Prosthetic services for Western Cape Department of Health. Comprehensive Clinical Governance of Orthotic and Prosthetic services, including the development and implementation of clinical protocols, National Core Standards and Occupational Health and Safety Act compliance, Quality Assurance and Quality Improvement. Comprehensive People Management and Development of all staff in the component. Financial-, Estate- and Asset Management of the Orthotic and Prosthetic service, within allocated resources and according to prescripts, in collaboration with the Deputy Director Finance of Western Cape Rehabilitation Centre. Liaise with internal (Department of Health) stakeholders (Metro East, Metro West and Rural) to improve continuity of care. Liaison with external stakeholders (Tshwane University of Technology and other Western Cape Higher Education Institutions) in respect of training, research and innovation in the field.

ENQUIRIES : Ms JY White, Tel No: (021) 370-2313
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/77 : **PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST) (CONTRACT TILL DECEMBER 2018)**

SALARY : Grade 1: R396 063 per annum
Grade 2: R466 542 per annum
Grade 3: R541 443 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as a Psychologist in Clinical Psychology. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist 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 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist 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 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literate.

DUTIES : Render clinical psychology services to patients presenting with medical conditions and co-morbid psychological difficulties. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Execute psychometric and neuropsychological assessments. Perform relevant administrative tasks. Participation in Community clinic work may be required. Participate in the Psychology Department meetings.

ENQUIRIES : Mr C Mitchell/ Dr C van der Merwe, Tel No: (021) 938-9455/9445
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 May 2018

POST 16/78 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (EPI DISEASE SURVEILLANCE)**
Directorate: Communicable Disease Control

SALARY : R334 545 per annum
CENTRE : Facility Based Programme, Head Office
REQUIREMENTS : Minimum educational qualification: An appropriate three-year health related Diploma or Degree (or equivalent). Experience: Appropriate experience in disease surveillance, epidemiology and information management. Managerial experience in health programme services. Inherent requirements of the job: Willingness to travel. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Technical expertise in surveillance or public health or epidemiology. Ability and willingness to work flexibly as part of a team. Project management skills. Computer

- literacy (MS Office: Word, Excel and PowerPoint). Knowledge of the Expanded Programme on Immunisation (EPI), health legislation, and disease surveillance and outbreak response policies. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Produce situational analysis reports, strategic plans, guidelines and SOPs on vaccine preventable diseases. To investigation, document and follow-up the priority Vaccine Preventable diseases reported and coordinate responses to outbreaks. Manage vaccine preventable disease databases (collection, collation, analysis, interpretation and reporting). Conduct training to improve the capacity of healthcare workers to detect notifiable medical conditions and priority vaccine preventable diseases/conditions. Conduct site visits at hospitals and record reviews for vaccine preventable diseases. Monitoring and Evaluation of the programme and EPI disease surveillance.
- ENQUIRIES** : Ms C Jacobs, Tel No: (021) 483-9964
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 04 May 2018
- POST 16/79** : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Chief Directorate: General Specialist and Emergency Services
- SALARY** : Grade A: R167 778 per annum
Grade B: R197 631 per annum
Grade C: R230 721 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Perform necessary administrative functions. Control over tools and materials. Train and supervise subordinates. Assist with the execution of maintenance projects/repairs within the health facility. Maintain and repairs of plumbing installations and equipment at the hospital. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr A Challis, Tel No: (021) 402-6530
- 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.
- CLOSING DATE** : 11 May 2018
- POST 16/80** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District
- SALARY** : R152 862 per annum
- CENTRE** : Vredendal Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Integrated Procurement Solution IPS/Tradeworld. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database. Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform the duties of procurement of goods and services. Capture quotations, authorisation of PA and order. Execute compliance control related to Supply Chain Management and Finances. Monthly, IFS and AFS reporting, ensure audit compliance and file all relevant documentation. Handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department.

ENQUIRIES : Mr RJ Meyer, Tel No: (027) 213-2039

APPLICATIONS : To the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms ME Tangayi

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 11 May 2018

POST 16/81 : **SEAMSTRESS**

SALARY : R107 886 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills (equivalent of grade 10). Certificate and/ or relevant training, e.g. pattern making, sewing, dress making, etc. Experience: Appropriate experience in pattern making, garment construction and alterations using both industrial and domestic sewing and over-locking machines. Extensive experience in designing, sewing of various specialised garments, assistive devices, wheelchair accessories and other required items. Inherent requirement of the job: Willingness to work with patients under the supervision of an Occupational Therapist and Occupational Therapy Technician. Competencies (knowledge/skills): Advance sewing skills. Ability to take measurements and do calculations to construct garment patterns. Knowledge of and operating different sewing machines (sewing and over-locker machines), both industrial and basic; manage trouble-shooting and do basic maintenance of machines. Pattern and garment making; ability to fabricate or construct assistive devices with guidance of the Occupational Therapist. Maintain good quality control and standards of garments or items produced. Ability to function within a team, maintain good interpersonal skills and work under pressure. Creativity and ability to use initiative. Ability to communicate fluently in at least two of the three official languages of the Western Cape.

DUTIES : Receive requests, from the OT department, for garments' measurements, designing and manufacturing. Measure, calculate and convert measurements to construct patterns for required pressure garments (as recommended by the Occupational Therapist). Fittings and alterations of pressure garments under the supervision of an Occupational Therapist and repair patients' garments when requested. Formulate designs for specialised items to be manufactured; manufacture garments and/or linen items as requested by clinical areas. Sewing and fitting of soft splints, wheelchair accessories and assistive devices; perform sewing tasks related to patients and/or any other requests within the division of Occupational Therapy. Assist with training of OT students and/or professional development of staff members. To perform all administration related to the sewing area; record keeping, filing, requisitioning and maintenance, etc.

ENQUIRIES : Ms S Ngemntu, Tel No: (021) 938-5962

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

FOR ATTENTION : MS V Meyer

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test.

CLOSING DATE : 11 May 2018

POST 16/82 : **GENERAL WORKER (ENVIRONMENTAL AND MEDICAL WASTE)**

SALARY : R83 766 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends and public holidays. Ability to handle heavy

objects/boxes. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work under pressure and irregular hours as required.

- DUTIES** : Responsible for collection of waste or medical waste from the different wards/theatres, any other area as well as the external pick up points. Effectively operate equipment to perform cleaning functions. Provide effective support to the Principal General Foreman with regards to the cleaning of the institution.
- ENQUIRIES** : Ms CB Johnson, Tel No: (021) 938-5327
- APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
- NOTE** : Ms VG De Jager
- : No payment of any kind is required when applying for this post. Successful candidates may undergo competency assessments/proficiency tests.
- CLOSING DATE** : 11 May 2018

DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 07 May 2018
- 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.

OTHER POST

- POST 16/83** : **PRESIDING OFFICER: EMPLOYEE RELATIONS (12-MONTH CONTRACT), REF NO. DOTP 2018-42**
- SALARY** : A rate of R375.00 per hour and a fee of R1 000.00 per final report submitted. Travel costs will be re-imbursed at a rate determined by government transport tariffs.
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : Appropriate recognised legal qualification (B Juris, B Proc or LLB) or a qualification in labour law with a minimum of 3 years working experience as a presiding officer in disciplinary hearings and/ or incapacity hearings and/or arbitrator (CCMA and Bargaining Councils). Valid driver's licence. Recommendations: Any additional recognised labour relations training courses. Competencies: Extensive knowledge of labour relations with special focus on disciplinary matters and incapacity hearings; Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape Province; Report writing skills.
- DUTIES** : Preside over complex and serious misconduct matters and incapacity hearings in accordance with the relevant codes; Safeguard the rights of the respective parties; Objective and just findings/sanctions; Detailed report writing within the prescribed timeframes.
- ENQUIRIES** : Ms R Patel at (021) 483 5118