

**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.

**ERRATUM:** kindly note that the post of Electro Cardiogram Assistant Grade 1 to 2 (Cardiology), published in vacancy circular 17 dated 26 April 2018, the closing date has been changed to 18 May 2018 and also please note the post of Artisan Production Grade A to C (Plumbing); published in circular 16 dated 20 April 2018 has been withdrawn.

**MANAGEMENT ECHELON**

**POST 18/164** : **HEAD CLINICAL UNIT (MEDICAL: ENDOCRINOLOGY) GRADE 1**

**SALARY** : R1 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 candidate to participate in a system of remunerated commuted overtime.)

**CENTRE** : Groote Schuur Hospital, Observatory (This is a joint staff appointment with the University of Cape Town)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Endocrinology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Endocrinology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Endocrinology. Competencies (knowledge/skills): Sound knowledge of endocrine medicine. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in the endocrine clinics and medical wards. Administrative, clinical and financial management of the Endocrine division.

**DUTIES** : Render an efficient and cost-effective service to patients. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Endocrine division. Plan and partake in the training of staff including registrars, medical officers, community service MO's, interns and UCT medical students. Conduct and supervise research.

**ENQUIRIES** : Prof N Ntusi, Tel No: (021) 406-6200; Email address: ntobeko.ntusi@uct.ac.za

**APPLICATIONS** : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.

**FOR ATTENTION** : Ms B Alexander

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

**CLOSING DATE** : 18 May 2018

**POST 18/165** : **HEAD CLINICAL UNIT (GENERAL: PEDIATRICS)**  
Rural Health Services

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

**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as medical specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of

the job: Valid (code B/EB) driver's licence. Willing to do outreach and perform overtime duties as necessary. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy. Relevant statutory framework competencies including Healthcare 2030, Best Practice Criteria, National Core Standard, EDL, Standard Treatment Guidelines. Practical experience in General Paediatrics and Neonatology. Management experience.

- DUTIES** : Function as the Head of the Paediatrics department (including Neonatology) with overall responsibility for all the Paediatrics services in the Geographical Service Area. Clinical service delivery in Paediatrics. Render an efficient and cost-effective Paediatrics service to patients managed by the institution and District Health Care Services in the district by balancing throughout with quality. Ensure effective and efficient management of the Paediatrics department with regard to clinical, human and financial resources. Ensure rational use of resources (medical or surgical sundries and equipment) and act as gatekeeper with the use of expensive resources. Academic teaching and audits in General Paediatrics. Plan and partake in the training of staff, including registrars, medical officers, community service MOs, interns, final-year medical students and nursing staff.
- ENQUIRIES** : Dr CSJ Louw, Tel No: (021) 860-2865
- APPLICATIONS** : Ms C Dawood
- FOR ATTENTION** : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 May 2018

#### OTHER POSTS

- POST 18/166** : **PHARMACY SUPERVISOR GRADE 1**  
Eden District
- SALARY** : R736 425 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mossel Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration as a Pharmacist with the SAPC. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist and tutor. Valid (Code B/EB) driver's licence. Ability and willingness to supervise, tutor and train staff. Willingness to do after-hours work and be on call. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.
- DUTIES** : Overall responsible for pharmaceutical service delivery in Mossel Bay Sub-district at a clinic in line with statutory requirements, Western Cape Government regulations and circulars. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Provide guidance and support for the implementation of quality management. Effective management of human resource functions for the pharmacy. Manage the budget and ensure compliance to financial prescripts with regard to the pharmaceutical and locum expenditure.
- ENQUIRIES** : Ms M Johnson Tel No: (044) 604-6132
- APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to competency assessment.
- CLOSING DATE** : 25 May 2018

**POST 18/167** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING)**  
Chief Directorate: Metro Health Services

**SALARY** : R499 953 (PN-A7) per annum  
**CENTRE** : Wesfleur 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 Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and application of regulations and policies. Ability to work effective in a management and multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).

**DUTIES** : Effective and efficient strategic and operational management of Nursing, Household, Occupational Health, Infection control, and Linen Management Services. Effective and efficient People Management and People Development within the Department. Develop and monitor the implementation of policies, programmes regulations, practices procedures and standards pertaining to nursing care. Establish maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care. Manage and utilise physical and financial resources in accordance with relevant directives and legislation. Management and Promotion of Quality Assurance, Infection Control and Occupational Health and Safety.

**ENQUIRIES** : Dr Z McConey, Tel No: (021) 010-0947 EXT 8052  
**APPLICATIONS** : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

**FOR ATTENTION** : Mr JR Smit  
**NOTE** : No payments of any kind are required when applying for this post.  
**CLOSING DATE** : 18 May 2018

**POST 18/168** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R394 665 (PN-A5) per annum  
**CENTRE** : DP Marais Hospital (1 post) and Brooklyn Chest Hospital (1 post)  
**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: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to do shift work when required. Competencies (skills/knowledge): Knowledge of appropriate SANC rules and regulations. Knowledge of National Core Standards. Leadership and supervisory skills. Knowledge of policies and procedures applicable to the profession. Good interpersonal skills.

**DUTIES** : Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Support to supervisor. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources.

**ENQUIRIES** : Ms S Ntsabo, Tel No: (021)508-7406  
**APPLICATIONS** : The Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital) Private Bag X2, Ysterplaat, 7405.

**FOR ATTENTION** : Ms C Walklett  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 25 May 2018

**POST 18/169** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R281 418 per annum  
**CENTRE** : Wesfleur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Extensive and proven experience in Finance, Revenue, Patient Administration and Supply Chain Management. Proven supervisory experience in public sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good computer literacy skills in (MS Office: Word and Excel). Good knowledge of LOGIS, BAS, Clinicom, AR system and sound knowledge of applicable policies (PFMA, AO system and Treasury Instructions). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Sound knowledge of all financial systems: BAS, LOGIS, Clinicom and AR system.

**DUTIES** : Monitor, control and report expenditure and budget related issues. Manage and co-ordinate the finance (expenditure and revenue), SCM, patient administration activities and functions, within the hospital. Advertise, award and manage contracts and tenders and plan, implement and maintain financial control and handle audit queries. Responsible for internal controls and compliance in Finance & SCM. Render a support function to management in terms of SCM, budget (expenditure & revenue control). Manage all Human Resource Management and related functions within the Finance, SCM and patient administration components.

**ENQUIRIES** : Ms Z van Schoor, Tel No: (021) 571-8046  
**APPLICATIONS** : To the Manager: Medical Services, Wesfleur Hospital Private Bag X1, Reygersdal, 7352.

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

**CLOSING DATE** : 18 May 2018

**POST 18/170** : **ADMINISTRATION CLERK: ADMISSIONS**  
Cape Winelands Health District

**SALARY** : R152 862 per annum  
**CENTRE** : Nkqubela Clinic, Robertson  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, PHCIS, Clinicom). Knowledge of Basic Routine Health Information System for Data Capturers.

**DUTIES** : Assessment of patients. Admissions and discharging of patients. Registering of patients on the Patient Administration System (PHCIS) s. Responsible for folder management – filing and retrieving of folder and the filing reports. Reporting of all MV's to AFACT hotline. Responsible for handling patient telephonic enquiries and willingness to work in other clinics due to operational requirements.

**ENQUIRIES** : Ms E Pengelley, Tel No: (023) 614-8132 or (023) 626-8548  
**APPLICATIONS** : The Manager: Medical Services, Langeberg Sub District, Private Bag x 617, Robertson, 6705.

**FOR ATTENTION** : Ms T Padiachy  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 25 May 2018

**POST 18/171** : **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services

**SALARY** : R90 234 per annum  
**CENTRE** : Lentegeur Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning, linen, stock and food related services. Inherent requirements of the job: Ability to do physical tasks and operate household equipment. Render a shift service on weekends and public holidays. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Ability to accept accountability, responsibility and to work independently. Basic knowledge of cleaning and laundry procedures. Ability to read, write and converse in two of the official languages of the Western Cape.

**DUTIES** : Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning of household equipment, sorting, unpacking and wash/sluice of dirty/soiled linen and patient clothing. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.

**ENQUIRIES** : Ms D Lotz/B. L. McKay, Tel No: (021) 370 -1340 or 370-1248  
**APPLICATIONS** : To the Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

**FOR ATTENTION** : Mr T Twalo  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 25 May 2018

**POST 18/172** : **HOUSEHOLD AID**  
West Coast District

**SALARY** : R90 234 per annum  
**CENTRE** : Swartland Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

**DUTIES** : Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Render support services to Household Supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

**ENQUIRIES** : Ms L Julius, Tel No: (022) 487-9228  
**APPLICATIONS** : The Director: West Coast District office, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 25 May 2018

**POST 18/173** : **CLEANER**  
West Coast District

**SALARY** : R83 766 per annum  
**CENTRE** : Veldrift Clinic  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to work with machinery, equipment and to do hard physical work. Competencies (knowledge/skills): Good interpersonal, communication and organisational skills.

**DUTIES**

Ability to communicate in at least two of the three official languages of the Western Cape.

: Appropriate cleaning of the facility. Correct removal of medical waste. Participate in linen management. Contributes to effective utilisation and functioning of apparatus, equipment and stock. Adhere to loyal service ethics.

**ENQUIRIES**

: Ms E Dietrich, Tel No: (022) 913-3223

**APPLICATIONS**

: To the Director: West Coast District office, Private Bag X15, Malmesbury. 7299.

**FOR ATTENTION**

: Mr E Sass

**NOTE**

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

**CLOSING DATE**

: 25 May 2018