

**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.

OTHER POSTS

POST 24/163 : **PRINCIPAL PSYCHOLOGIST GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R919 467 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Valkenberg Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a Professional Council: Registration with the (HPCSA) as Psychologist (Independent Practice). Experience: A minimum of 3 years' appropriate experience as a Clinical Psychologist after registration with the HPCSA as a Psychologist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to be available after hours. Competencies (knowledge/skills): Post-registration experience of clinical service delivery, training of intern psychologists and supervisory skills. Experience in Human Resource Management. Sound knowledge of the Mental Health Care Act 17 of 2002 and relevant policies. Appropriate knowledge of community based mental health models. Appropriate experience and expertise in teaching and research. Computer and statistical analytical skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Develop, support and manage the Psychology Department at Valkenberg Hospital according to best practice standards. Participate in the strategic and operational management of Valkenberg Hospital in line with clinical service development and outreach programmes. Coordinate and manage the clinical psychology intern programme for Valkenberg Hospital. Participate in the academic activities for training, teaching and research in the Department of Psychiatry and Mental Health and Faculty of Health Sciences at UCT.

ENQUIRIES : Ms CD Dean, Tel No: (021) 826-5786

APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow 7500.

FOR ATTENTION : Ms R Hattingh

NOTE : The successful candidate will be a member of the Joint Staff of the University of Cape Town (UCT), but will be a Provincial Government: Western Cape (PGWC) employee, appointed on PGWC conditions of service. No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical or competency assessment.

CLOSING DATE : 29 June 2018

POST 24/164 : **PHARMACY SUPERVISOR GRADE 1**
Overberg District

SALARY : R736 425 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Bredasdorp PHC, Cape Agulhas 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 with the SAPC. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB)

driver's license. Willingness to register as a responsible Pharmacist and tutor. Willingness to do after-hours work and be on standby call. Competencies (knowledge/skills): Knowledge of Pharmaceutical Acts and Laws and National and Provincial Health Policies. Proven organisational, management and communication skills in Pharmaceutical services. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work accurately under pressure and maintain a high standard of professionalism. Computer literacy with JAC experience as a recommendation.

DUTIES : Manage an efficient and cost-effective Pharmaceutical Services in the Cape Agulhas sub-district in accordance with statutory requirements and national and provincial policies. Co-ordinate the sub-district Pharmacy and Therapeutics committee meetings. Provide quality pharmaceutical care to patients in the sub-structure by ensuring compliance to the provincial code list, rational medicine use, managing clinical service delivery by the pharmacy department and providing information to patients, prescribers and other healthcare workers at the facility. Ensure sound medicine supply management practices are in place and adhered to in the Cape Agulhas sub-district which includes procurement, safe storage, control and reliable distribution of quality pharmaceuticals using JAC and MEDSAS for the procurement of pharmacy related consumables and equipment. Manage the budget and ensure compliance to financial prescripts with regard to pharmaceutical expenditure. Manage the pharmaceutical budget and expenditure and ensure compliance to financial prescripts. Provide leadership, ensure change management and manage supervision of pharmacy staff, SPMS reviews and leave management to ensure optimum productivity; ensure skills development.

ENQUIRIES : Ms H Brits, Tel No: (028) 214-5828

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms H Brits

NOTE : No payment of any kind is required when applying for this post. Suitable candidates may be subjected to competency assessment.

CLOSING DATE : 29 June 2018

POST 24/165 : **ASSISTANT MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY/INTENSIVE CARE UNIT/OPERATING THEATRE)**
Chief Directorate: Rural Health Services

SALARY : R546 315 (PN-B4) per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum education 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 Medical and Surgical Nursing Science: Critical Care Nursing: General/Trauma and Emergency/Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Good problem solving and leadership skills. Knowledge and experience in an operating theatre complex. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Supervise and ensure the provision of quality patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human, material and physical resources efficiently and effectively. Development/establish and maintain constructive working relationships with nursing and other stakeholders. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms G E Sellars, Tel No: (044) 802-4537

APPLICATIONS : To the Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.

FOR ATTENTION : Mr BH Cassim

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

CLOSING DATE : 29 June 2018

POST 24/166 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT)**
Chief Directorate: Metro Health Services

SALARY : R546 315 (PN-B4) per annum

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualifications: 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. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the following post-basic qualifications: Medical and Surgical Nursing Science (Trauma and Emergency) or Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime when required. Willingness to deputise or stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge and skills): Ability to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).

DUTIES : Clinical governance: provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management: facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery with regards to assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms A Brown Tel No: (021) 377-4410/4781

APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, Private Bag X9, Mitchell's Plain Or 8 AZ Berman Drive, Mitchell's Plain, 7789.

FOR ATTENTION : Ms A Brown

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

CLOSING DATE : 06 July 2018

POST 24/167 : **ASSISTANT MANAGER NURSING (HEAD NURSING)**
Eden District

SALARY : R499 953 (PN-A7) per annum (Plus a non-pensionable rural allowance of 12% of the basic salary)

CENTRE : Murraysburg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as 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: Willingness to work overtime, day/night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbal) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Manage acute hospital service to address the burden of disease and ensure person centered continuity of care. Manage PHC facility to ensure provision of person centered health within the service framework of COPC and legislated guidelines, policy and standards of Primary Healthcare service design. Manage and monitor the cost effective utilisation of human, financial and physical resources. Coordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development.

ENQUIRIES : Dr A J Muller, Tel No: (023) 414-8202

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 29 June 2018

POST 24/168 : **ASSISTANT MANAGER NURSING (AREA)**
Chief Directorate: Metro Health Services

SALARY : R499 953 (PN-A7) per annum

CENTRE : Metro TB Centre (Stationed at Brooklyn Chest 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. Registration with a professional council: Current registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as 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 requirements of the job: Valid (Code B/EB) driver's licence. Willingness to do shift work and standby duties. Willingness to travel and work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to manage own work and that of the units reporting to the post. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of human resource and financial policies. Computer literacy (MS Word and Excel). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Efficient and effective management of service delivery in the specialized TB Hospitals (Brooklyn Chest & DP Marais Hospital). Resource Management of the nursing department. Well managed and capacitated work force. Quality of Care. Support to the Deputy Manager: Nursing.

ENQUIRIES : Ms S Ntsabo, Tel No: (021) 508- 7406

APPLICATIONS : To the Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital, Metro District Health Services, 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 : 06 July 2018

POST 24/169 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
Overberg District

SALARY : R499 953 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Genadendal Clinic (X1 Post)
Riviersonderend Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualifications: 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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Requested to rotate throughout the sub-district. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage the Health Programmes, Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost effective service on a daily basis and participate in community involvement including attending community engagements as required.

ENQUIRIES : Ms N Peton, Tel No: (028) 212-1070

APPLICATIONS : To the District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a competency assessment.

CLOSING DATE : 29 June 2018

POST 24/170 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R499 953 (PN-B3) per annum

CENTRE : Lambertsbay Clinic, Clanwilliam

<u>REQUIREMENTS</u>	:	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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). 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 and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data. Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Efficient and effective management of PHC facility and transport services. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.
<u>ENQUIRIES</u>	:	Ms E Eygelaar, Tel No: (027) 213-4070
<u>APPLICATIONS</u>	:	To the Administrative Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
<u>FOR ATTENTION</u>	:	Ms NW Smit
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	29 June 2018
<u>POST 24/171</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)</u> Eden District
<u>SALARY</u>	:	R394 665 (PN-A5) per annum
<u>CENTRE</u>	:	Ladismith Hospital
<u>REQUIREMENTS</u>	:	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 the professional council: Registration with the SANC or a professional nurse and proof of current registration (i.e annual licencing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and

promote professional growth and self-development. Information Management within the Hospital setting.

ENQUIRIES : Ms S Labuschagne, Tel No: (028) 551-1342

APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Mr S Pienaar

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

CLOSING DATE : 06 July 2018

POST 24/172 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**
Cape Winelands Health District

SALARY : Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum

CENTRE : BreedeValley PHC

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 duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. 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 the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good psychosocial and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels. Basic computer literacy skills (MS Word, Excel and PowerPoint). Willingness to work within a Multi-disciplinary team.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Breede Valley Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

ENQUIRIES : Mr G Baatjies, Tel No: (023) 348-1340

APPLICATIONS : The District Director: Cape Winelands Health 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. 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 : 06 July 2018

POST 24/173 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

SALARY : Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum

CENTRE : Conville Community Day Centre

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 duration of at least one-year Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies knowledge/skills): NIMART training or experience. 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 (i.e. MS Word, Excel and Outlook).

DUTIES : Manage and provide clinical comprehensive PHC services. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.

ENQUIRIES : Ms MJF Marthinus, Tel No: (044) 814-1100

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. "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 : 29 June 2018

POST 24/174 : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Chief Directorate: Rural Health Services

SALARY : R334 545 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year degree/diploma. Experience: Appropriate experience and supervisory experience in a health care environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Excellent verbal and written communication and interpersonal skills. Good report-writing skills and conflict management skills. Computer literacy in Microsoft Excel and Word. Ability to work under pressure and independently. Contract management experience. Knowledge of support services functions in a health establishment.

DUTIES : Responsible for effective and efficient management of all Support Services sections: food services, linen and laundry services, switchboard services, residence management, transport services, registry services and porter services. Effective and efficient management of service contracts and public private partnerships. Management of Human Resources, Management of Financial Resources.

ENQUIRIES : Ms ZZZ Kwinana, Tel No: (023) 348-1277
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 competency test.
CLOSING DATE : 29 June 2018

POST 24/175 : **SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)**
The applicants who have already applied for this post need not to re-apply.
Directorate: Management Accounting: Revenue Administration

SALARY : R281 418 per annum
CENTRE : Head Office: Cape Town
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Appropriate experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department's facilities. A valid code B/EB driver's licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department's billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).

DUTIES : Oversee submission of medical scheme claims, including interaction with the Department's EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and or liaise with the Department's facilities regarding the management of claims, legislative requirements and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department's Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department's Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES : Ms L Ismail, Tel No: (021) 940-4553
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. Candidates must be prepared to complete a competency test as part of the evaluation process.
CLOSING DATE : 29 June 2018

POST 24/176 : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (X-RAY UNIT)**

SALARY : R226 611 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electronic Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate experience or an interest in the repair, maintenance and installation of X-ray and related equipment and be willing to be trained in-house in the specific field of Imaging. Inherent requirements of the job: Willing to work overtime, perform standby and call-out duties. Valid (Code B/EB)

- drivers licence and own reliable transport in order to perform above mentioned duties. Willing and able to perform physically challenging work. Competencies (knowledge/skills): Excellent ability in fault- finding and repair of imaging equipment. Good written and verbal communication in at least two of the three official languages of the Western Cape. Repair and maintenance of X-ray/Imaging and related medical equipment. Knowledge of the Occupational Health and Safety Act. Good knowledge of IT networking. Computer literate.
- DUTIES** : Liaise with clients and colleagues with regard to information and work progress. Ensure continuity of service by assisting other sections, prioritising of work and consideration of the operational requirements. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of X-ray and related equipment. Keep up to date records of equipment and activities. Ensure compliance with Occupational Health and Safety Act.
- ENQUIRIES** : Mr JD du Preez /Ms M Rossouw, Tel No: (021) 938-4634
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- FOR ATTENTION** : Ms Z Mtshisazwe
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview.
- CLOSING DATE** : 29 June 2018
- POST 24/177** : **INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (ANAESTHETIC/ RESPIRATORY UNIT)**
- SALARY** : R226 611 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T- or N- or S- Stream) (or equivalent) in electrical Engineering or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment
Inherent requirements of the job: Understand the functions of Clinical engineering. Valid (Code B/EB) driver's license and own reliable transport in order to handle call-out duty. Willing to work overtime. Willing to work within all Clinical Engineering disciplines. Do standby duties and handle after hour calls. Competencies (knowledge/skills): Knowledge of medical equipment maintenance is essential. Ability to read circuit diagrams, fault-find and repair electronic medical equipment. Computer literacy. Practical experience with the repair and maintenance of anaesthetic and respiratory life support medical equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability and experience to manage, plan and organize maintenance schedules. Good inter-personal relations. Possess accurate technical ability and insight in order to solve problems.
- DUTIES** : Carry out maintenance, repairs, calibrations, routine inspections and evaluation of electronic medical and related hospital equipment. General administrative duties as required by Clinical Engineering i.e. write reports, specifications and record keeping of departmental activities. Liaise with hospital staff and private sector employees. Train various staff and hospital personnel. Ensure compliance with the Occupational Health and Safety Act. Adhere to all legal requirements, protocols and procedures.
- ENQUIRIES** : Mr JD du Preez/Ms M Rossouw, Tel No: (021) 938-4634
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs
- FOR ATTENTION** : Ms Z Mtshiszawe
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.
- CLOSING DATE** : 29 June 2018
- POST 24/178** : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL) (X2 POSTS)**
Directorate: Engineering and Technical Support Services
- SALARY** : Grade A: R167 778 per annum
Grade B: R197 631 per annum

Grade C: R230 721 per annum

CENTRE REQUIREMENTS : Bellville Mobile Workshop

: Minimum educational qualification: Appropriate Trade Test Certificate. 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: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Occupational Health and Safety Act and Regulations.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr N Nolan/G Williams, Tel No: (021) 918-1239/1632

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE : A practical/competency test may form part of the short-listing and/or interview process; a full job description is available upon request.

CLOSING DATE : 29 June 2018

POST 24/179 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Directorate: Engineering and Technical Support Services

SALARY : Grade A: R167 778 per annum
Grade B: R197 631 per annum
Grade C: R 230 721 per annum

CENTRE REQUIREMENTS : Bellville Mobile Workshop

: Minimum educational qualification: Appropriate Trade Test Certificate. 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: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Occupational Health and Safety Act and regulations.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospital and the institution. Maintain and repairs of electrical installations and equipment at health institutions within the Western Cape Province. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr N Nolan/L Semono, Tel No: (021) 918-1239/1382

APPLICATIONS : Applications are submitted online

NOTE : A practical/competency test may form part of the short-listing and/or interview process; a full job description is available upon request.

CLOSING DATE : 29 June 2018

POST 24/180 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Eden District

SALARY : R152 862 per annum

CENTRE : Eden District Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate office Administration experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to work independently and as part of a team. Basic office administration knowledge.

DUTIES : General administrative support to the Human Resource Development Component. Assist in the effective coordination of training within the District. Collate all training information. Assist in Quarterly Training Reports, Annual Training Reports and compilation of the Workplace Skills Plan. Assist in the coordination of internships and learner ships within the District. Coordination of Human Resource Development component meetings.

ENQUIRIES : Mr C April, Tel No: (044) 803-2762

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.

CLOSING DATE : 06 July 2018

POST 24/181 : **ADMINISTRATION CLERK: FINANCE/ADMINISTRATION**
Eden District

SALARY : R152 862 per annum

CENTRE : Riversdale 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 Supply Chain Management, Warehouse/Asset Management. Appropriate experience in LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer Literacy (MS Word, Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management, Warehouse/Asset Management LOGIS functions/Modules in LOGIS. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of LOGIS system, Asset Management functions. Knowledge of the PFMA, Treasury Directives and Legislation pertaining to Asset Management work environment. Ability to work in a physically demanding environment.

DUTIES : Obtaining of Quotations via IPS. Responsible for the procurement of all assets and disposed items (as identified by committee) via the correct process, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Maintain and update asset register. Manage asset movement, update and bar coding. Assist with payments function on LOGIS as well as the creation and maintenance related to asset management (including disposed items). Assist with disposal or redundant obsolete and unserviceable items in accordance to the existing prescripts. Actively involved with monthly BAS/LOGIS reconciliations.

ENQUIRIES : Ms L Odendaal, Tel No: (028) 713-8672

APPLICATIONS : To the District Manager: Eden District Office, Private Bag X 6592, 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 a practical test.

CLOSING DATE : 06 July 2018

POST 24/182 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R127 851 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7 certificate). Experience: Appropriate food service experience within a similar environment. Inherent requirement of the job: Willingness to work shifts, weekends and on public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of Labour Relations Act, Occupational Health and Safety Act and protocol with regards to nutrition. Sound interpersonal and communication skill. Knowledge of the handling of industrial equipment. Ability to work under pressure. Ability to speak at least two of the three official language of the Western Cape.

DUTIES : Adhere and implement Occupational Health and Safety standards. Effective Human Resource Management within unit. Adhere and implement food hygiene policies and protocols. Cost effective stock request, issue and control. Supervise, plan and execute activities within food service department. Responsible for monthly reporting.

ENQUIRIES : Ms C Matthews, Tel No: (021) 571-8053

APPLICATIONS : The Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Ms N Nunu

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

CLOSING DATE : 06 July 2018

POST 24/183 : **PORTER (X3 POSTS)**

SALARY : R90 234 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30(weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to and from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES : Ms CB Johnson, Tel No: (021) 938-5327

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. Shortlisted candidates may be required to undergo competency test.

CLOSING DATE : 06 July 2018