

**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 28/146 : **HEAD CLINICAL UNIT GRADE 1 (CARDIOTHORACIC SURGERY)**

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Experience in all modern aspects of cardiothoracic surgery and in particular in the developing fields of minimally invasive valve surgery and transcatheter heart valve replacement and repair. Post specialist qualification experience in heart and lung transplantation and mechanical cardiac and pulmonary support. Demonstrable initiatives of establishing new surgical techniques (having sought expert training in new and developing fields). Proven leadership in establishing national norms in the field. Ability to source funding for research and for new projects. Capability as a leader by example in the clinical environment and able to manage people and resources. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity.

DUTIES : The person appointed to this position will assume responsibility as "Head of Unit" for Managing all Clinical Services of the Division of Cardiothoracic Surgery in collaboration with the Head of Division. Providing leadership by actively participating in the clinical services of the Division. Performing or assisting and training more junior staff with all cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment). Liaising with hospital administration and allied clinical departments (Cardiology, Anaesthesia, Critical Care, Respiratory Medicine, Oncology and Paediatrics) to provide appropriate management of patients to ensure optimal patient outcomes. Conduct and supervise clinical and laboratory research in conjunction with the Head of Division. Assist hospital management with the financial management of the Division.

ENQUIRIES : Prof. P Zilla, Tel No: (021) 406-6181; Email address: peter.zilla@uct.ac.za

APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO 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 : 27 July 2018

<u>POST 28/147</u>	:	<u>MEDICAL SPECIALIST (SUB-SPECIALTY: CHILD AND ADOLESCENT PSYCHIATRY)</u> Contract Post (1 January 2019 until 28 February 2021)
<u>SALARY</u>	:	Grade 1: R1 220 154 per annum Grade 2: R1 395 105 per annum Grade 3: R1 525 458 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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Child and Adolescent Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialist) in Child and Adolescent Psychiatry. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist (Sub-specialty) in Child Adolescent Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willing to travel to other health facilities. Willingness to perform afterhours call duties. Competencies (knowledge/skills): Appropriate level of knowledge of and skills in the field of Child and Adolescent Psychiatry. Good management and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function well in a multidisciplinary team environment. Appropriate experience in hospital-based Child and Adolescent Psychiatry.
<u>DUTIES</u>	:	Provide specified clinical services Child and Adolescent Psychiatry Unit of Tygerberg Hospital as well as elsewhere within the provincial service platform in consultation with the head of unit. Provide administrative support to the Head of the Unit and to the Head of the Department of Psychiatry where appropriate. Teach undergraduate and postgraduate students in the field of Child and Adolescent Psychiatry. Perform appropriate clinical and operational research.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr SM Hawkrige, Tel No: (021) 938-9116 or smh@sun.ac.za To the Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<u>FOR ATTENTION NOTE</u>	:	Ms V Meyer No payment of any kind will be 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)" Candidates (Specialists and Specialists (sub-specialty)) who are deemed as "registrable" may also apply. The appointment of successful applicants will only be effected once proof of applicant for registration or the proof of registration is provided.
<u>CLOSING DATE</u>	:	27 July 2018

POST 28/148 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief directorate: Rural Health Services

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : George Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge and skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services and ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills and creativity to develop new ideas, which can result in positive changes to existing processes. Computer literacy in MS Office mandatory.

DUTIES : Deliver psychiatric care to patients (all age groups) at George Hospital and on outreach in the Eden/ Central Karoo districts (district hospitals and primary health clinics). Participate in Critical Reviews and Quality Improvement of Clinical Processes. Clinical supervision of junior & allied mental health practitioners; training and teaching of generalist staff and students.

ENQUIRIES APPLICATIONS : Dr ZN North, Tel No: (044) 802-4535
: The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION NOTE : Mr BH Cassim
: 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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'

CLOSING DATE : 27 July 2018

POST 28/149 : **PHARMACIST GRADE 1 TO 3 (PRODUCTION) (CHRONIC DISPENSING UNIT)**
Directorate: Pharmacy Services

SALARY : Grade 1: R655 980 per annum
Grade 2: R713 904 per annum
Grade 3: R780 612 per annum

		(A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	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: Current registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as a Pharmacist with the a recognised foreign health profession council 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 5 years' relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 year's relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council 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 and willingness to travel. Competencies (knowledge/skills): Knowledge of good pharmaceutical Practice and Best Warehouse Practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements with respect to the service provider. Ensure sound Drug Supply Management (DSM) practices by monitoring and control of DSM principles with respect to the service provider. Incumbent must demonstrate a high level of computer literacy. Excellent analytical; research; report writing and presentation skills. Recent warehousing experience would be an advantage.
<u>DUTIES</u>	:	Assist the CDU manager with implementation and control of the CDU services. Facilitate CDU training. Assist the CDU Manager with the operational implementation and management of SLA. Manage the implementation of provincial policies. Manage data and provide reports. Drug Supply Management (DSM) practices.
<u>ENQUIRIES</u>	:	Ms Z Erasmus, Tel No: (021) 950-1281
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs .
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. All short listed candidates may undergo a technical competency test. 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)".
<u>CLOSING DATE</u>	:	27 July 2018
<u>POST 28/150</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: LABOUR WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R532 449 (PN-B3) per annum
<u>CENTRE</u>	:	Khayelitsha District 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 advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Willingness to work after- hours, relief night-duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skill in conducting research/surveys and compiling comprehensive reports. Analytical thinking, independent decision-making and problem-solving skills.
- DUTIES** : Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes, initiatives, monitor standards of practices, adhere to National and Provincial Policies and Core Standards. Effective resource management i.e. (human, financial and material). Ensure compliance to professional, legal and ethical standards governing nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stake holders for continuity of client care.
- ENQUIRIES** : Ms G Mashaba, Tel No: (021) 360-4200
- APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.
- FOR ATTENTION** : Mr A Ernstzen
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 July 2018
- POST 28/151** : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: PAEDIATRIC AND NEONATOLOGY HIGH CARE UNIT)**
Chief Directorate: Rural Health Services
- SALARY** : R532 449 (PN-B3) per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualifications: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of R212 in Advanced Midwifery and Neonatal Nursing Science or Child Nursing Science or Medical and Surgical Nursing Critical Care Nursing: Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt for 2018). Experience: Minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 5 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. Inherent requirements of the job: Perform official standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership,

supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as paediatrics and neonatology and clinical governance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

- DUTIES** : Responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in both Paediatric and Neonatology units. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Management of human resources – including staff performance, people development and disciplinary processes. Management of material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
- ENQUIRIES** : Ms RM du Plessis, Tel No: (023) 348-1104
- APPLICATIONS** : To the Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
- FOR ATTENTION** : Ms L Koopman
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.
- CLOSING DATE** : 27 July 2018
- POST 28/152** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services
- SALARY** : R532 449 (PN-B3) per annum
- CENTRE** : Khayelitsha District 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 Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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: Willingness to work after hours, relief night duty and overtime. Competencies (knowledge/skills): Sound knowledge and understanding of Nursing and Health Service related Acts. Knowledge of Legislation and Policies. Leadership, sound interpersonal and motivational skills. Computer Literacy (i.e. MS Word, Excel, Outlook and PowerPoint). Excellent communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skills in conducting research/surveys and compile comprehensive reports. Ability to facilitate and promote training. Analytical thinking, independent decision-making and problem-solving skills.
- DUTIES** : Provide specialised nursing care within set standard and a professional/legal framework. Develop nursing quality improvement plans, guidelines, indicators, policies and standard operating procedures. Provide effective training and research. Support and implement quality assurance programmes and initiatives and monitor standards of practices and adhere to National and Provincial Policies and Core Standards. Effective resource management (i.e. human, financial and material). Ensure compliance to professional, legal and ethical standards governing

nursing practice. Liaise, advise and effectively communicate with the relevant internal and external stake-holders for continuity of client care.

ENQUIRIES : Ms G Mashaba, Tel No: (021) 360-4200

APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION : Mr A Ernstzen

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

CLOSING DATE : 27 July 2018

POST 28/153 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS & GYNAECOLOGY)**
Chief Directorate: Rural Health Services

SALARY : R532 449 (PN-B3) per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatology. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt for 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform official standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, as well as obstetrics and midwifery and clinical governance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

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

ENQUIRIES : Ms RM du Plessis, Tel No: (023) 348-1104

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

FOR ATTENTION : Ms L Koopman

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

CLOSING DATE : 27 July 2018

POST 28/154 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALITY NURSING: 1 MENTOR-OBSTETRICS AND GYNAECOLOGY; 1 MENTOR: OPERATING THEATRES) (X2 POSTS)**

SALARY : Grade 1: R362 559 (PN- B1) per annum
Grade 2: R445 917 (PN- B2) per annum

CENTRE : Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advance Midwifery and Neonatology for post no 1, and Operating theatre technique for post no 2. 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 the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends and public holidays. 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 related to the speciality area. Knowledge of relevant legislation and policy related to the Speciality area. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	Identify and co-ordinate learning opportunities for all nursing and related staff as well as students in the Speciality area. Effective management and utilisation of human and financial Resources to ensure optimal operational function in the 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Marthinus, Tel No: (021) 938-4055
<u>FOR ATTENTION NOTE</u>	:	To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505. Ms V Meyer 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)"
<u>CLOSING DATE</u>	:	27 July 2018
<u>POST 28/155</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Cape Winelands TB Centre Minimum educational qualification: Grade 12/ Senior Certificate plus competencies. Experience: Appropriate experience in Hospital Support Services environment. Inherent requirement of the job: Valid (Code B / EB) driver's licence. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Knowledge of the stock control, basic labour relations, HRM and SCM Acts, policies and procedures related to Support Services. Computer literacy in MS Packages (Word, Excel and

- PowerPoint and Outlook). Language proficiency in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate the operations of the Support Service sections including GG transport, residence management, infrastructure, gardening services, waste management, linen and laundry, mortuary, registry, porter services and safety and security. Contract management of cleaning services, security, linen, pest control, mortuary, medical and other waste and grounds. Ensure continuous training and development of Support Services personnel. Effective supervision and optimal utilisation of physical and human resources. Ensure health and safety measures are adhered to at all times. Control stock and ensure accurate record keeping and reporting.
- ENQUIRIES** : Ms L Jendrissek, Tel No: (023) 348-1397
- APPLICATIONS** : The Manager: 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. A practical test will form part of the selection process.
- CLOSING DATE** : 03 August 2018
- POST 28/156** : **INDUSTRIAL TECHNICIAN PRODUCTION**
Directorate: Engineering and Technical Services
- SALARY** : R242 475 per annum
- CENTRE** : Bellville Mobile Workshop
- REQUIREMENTS** : Minimum educational qualification: B-Tech or National Diploma or equivalent (T- or N- or S- Stream) in Mechanical Engineering or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990. Experience: Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on mechanical systems as well as fire detection and access control systems. Inherent requirements of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Competent with hands-on practical work, finding practical solutions. Computer literate (MS Word and Excel). Knowledge and experience in design of engineering infrastructure in the Health care environment. An additional electrical or electronic qualification would be an advantage.
- DUTIES** : Compile specifications and tender documentation within time limits. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritising work and consideration of operational requirements. Ensure equipment and working areas are compliant with Occupational Health and Safety Act. Note: No payment of any kind is required when applying for this post. A practical/competency test may form part of the shortlisting and/or interview process.
- ENQUIRIES** : Mr C Badenhorst/Mr H Grebe, Tel No: (021) 918-1890
- 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** : 27 July 2018
- POST 28/157** : **OCCUPATIONAL THERAPY TECHNICIAN GRADE 1**
Eden District
- SALARY** : Grade 1: R198 273 per annum
Grade 2: R233 553 per annum
- CENTRE** : Nelspoort Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) that allows for the registration as Occupational Therapy Technician with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as an Occupational Therapy Technician. Experience: **Grade 1:** None after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. **Grade 2:** A minimum of 10 years appropriate experience after obtaining an appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist Technician. Competencies (knowledge/skills): Sound communication, reading and writing skills in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and planning skills. Good report writing and leadership skills. Sound knowledge of appropriate national and provincial legislation and policies pertaining to Occupational therapy. Knowledge and understanding of evidence-based practise. Sound knowledge of various physical and mental health conditions. Supervisory experience. Computer literacy.
- DUTIES** : Implementation of specific planned Occupational Therapy Clinical Service in wards under supervision of an Occupational Therapy. Contribute to specific Occupational Therapy assessment through conducting screening evaluations according to set clinical protocols and guidelines. Perform Administrative duties. Including report writing, data collection. Contribute to Resource Management. Maintain adequate stock levels. Contribute to Training & Development. Assist with progress and development of the Occupational Therapy Programme.
- ENQUIRIES** : Ms R Jonker, Tel No: (023) 414-8200
- 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** : 27 July 2018