

**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 30/166 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X3 POSTS)**

Chief Directorate: Metro Health Services

SALARY : Grade 1: R374 364 per annum

Grade 2: R440 982 per annum

Grade 3: R519 456 per annum

CENTRE : District Six CDC (X1 Post)

Vanguard CHC (X1 Post)

Du Noon CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetric, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES : Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub district.

ENQUIRIES : District Six CDC: Ms A Smith, Tel No: (021) 833-4500

Vanguard CHC: Mr L Mbanga, Tel No: (021)695-8200

Du Noon CHC: Mr W Caesar, Tel No: (021) 200-4500

APPLICATIONS : The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux

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 whom 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 : 10 August 2018

<u>POST 30/167</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R362 559 (PN-B1) per annum Grade 2: R445 917 (PN-B2) per annum
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital 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 SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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 Psychiatry after obtaining the 1 year post-basic qualifications as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of Mental Health Care Act, Child Health Act, Nursing and Health Service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.
<u>DUTIES</u>	:	Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
<u>ENQUIRIES</u>	:	Mr PC Jefftha, Tel No: (021) 799-1125
<u>APPLICATIONS FOR ATTENTION</u>	:	The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.
<u>NOTE</u>	:	Ms Z Peter
	:	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>	:	10 August 2018
<u>POST 30/168</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BIDS)</u>
<u>SALARY</u>	:	R299 709 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a 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 supervisory and management experience in a Supply Chain Management environment. Extensive supervisory experience in the procurement of goods and services, Bids and Contract

management, in a hospital environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of and practical experience in LOGIS and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

DUTIES : Effective and efficient management of the Procurement in a LOGIS and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient demand and acquisition process. Management of non-supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

ENQUIRIES : Mr S Ntsonkotha, Tel No: (021) 658-5892

APPLICATIONS : The Chief Executive Officer, Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

NOTE : No payment of any kind is required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.

CLOSING DATE : 17 August 2018

POST 30/169 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R299 709 per annum
CENTRE : Overberg District Office

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate knowledge and experience in Health Information Management. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Technical knowledge, report writing and data management skills. Advanced knowledge and experience in the National and Provincial Information Systems and Databases. People management and Project management. Knowledge and experience in planning and policy development process. Knowledge and experience in Notifiable Medical Conditions, PHC, Hospital and HAST data management will be an advantage.

DUTIES : Ensure effective information management to all relevant role players within the District. Report writing and information management during campaigns. Adherence and maintenance of quality data at all times within the District. Conduct audits within the District. Project management with regards to IT matters and Systems optimisation. Perform Supervisory function within the Health Information Management team within the District.

ENQUIRIES : Mr L Benjamin, Tel No: (028) 214-5800

APPLICATIONS : The Director: Overberg District, 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 will be subjected to a practical/computer literacy test.

CLOSING DATE : 10 August 2018

DEPARTMENT OF HUMAN SETTLEMENTS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 13 August 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za.

OTHER POST

- POST 30/170** : **STATE ACCOUNTANT: ASSURANCE SERVICES (VERIFICATIONS), REF NO: HS 2018-31**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Department of Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree in Finance with a minimum of 3 years relevant experience. Recommendations: Knowledge of the financial norms and standards PFMA, NTR's, PTI's, AOS as well as departmental delegations. Competencies: Knowledge of the following: BAS, LOGIS and PERSAL systems; Pre/Post checking and verifications of payment vouchers in terms of compliance; Internal control and Risk Management processes and procedures; Communication skills (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy in MS Office, the internet and the Western Cape Supplier Database online system; Problem solving skills; Good customer/client liaison skills.
- DUTIES** : Verifications of payments; Perform Pre/Post audit on Procurement; Construction and contract management procedures (Bid administration); Ensure that all payments to suppliers are paid within 30 days after receipt of invoice; Report on and make recommendations on non-compliance issues to management in respect of Supply Chain Management; Batch control.
- ENQUIRIES** : Mr C Solomons at (021) 483 4439