

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.
ERRATUM: kindly note that the post of Principal of Nursing College (Single Nursing Campus) advertised in Public Service Vacancy Circular 41 dated 12 October 2018, the closing date has been extended to 02 November 2018.

OTHER POSTS

POST 42/300 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC HAEMATOLOGY/ONCOLOGY)**

SALARY : 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).

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Medical Oncology (Paediatrics) or Clinical Haematology (Paediatrics). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist (Sub-specialty) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist (Sub-specialty) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Inherent requirement of the job: Willingness to work overtime as per operational requirements, as a 24-hour service is required in the haematology/oncology unit throughout the year. Competencies (knowledge/skills): Post specialisation experience in all aspects of clinical paediatric haematology/oncology. Ability to work as part of a multi-disciplinary team, and experience with tumour board meetings. An interest in designing protocols relevant to Africa. An interest in and experience with the management of bleeding disorders and haemolytic disorders. An interest in and experience with comprehensive palliative and psycho-social care. An interest in and/or experience with brain tumour management. An interest in and/or experience with stem cell transplantation. Experience with Access databases and one or more Statistics packages. Experience with oncology research and research supervision.

DUTIES : Assessment and management at a tertiary health care level of all paediatric haematology and oncology problems. Responsible for patient care in the haematology/oncology unit and supervision of junior staff. Responsible for organising and running weekly tumour board meetings. Teaching and training of under- and postgraduate students in paediatrics and paediatric haematology/oncology. Participate in relevant research in paediatric haematology/oncology. Participate in established outreach programmes to the hospitals of the Southern/Eastern Cape.

ENQUIRIES : Prof A Davidson Tel No: (021) 658-5297, email: alan.davidson@uct.ac.za

<u>APPLICATIONS</u>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	:	Ms T Nqola
<u>NOTE</u>	:	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>	:	02 November 2018
<u>POST 42/301</u>	:	<u>MEDICAL SPECIALIST GRADE I TO 3 (PUBLIC HEALTH)</u> Directorate: Health Impact Assessment
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	This is a post on the joint establishment of the University of Cape Town and the Western Cape Department of Health (Based at Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Public Health. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Public Health. 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 Public Health. 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 Public Health. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Insight into public health policies and programmes. Excellent knowledge of epidemiological principles. Advanced analytical and problem solving skills. Good interpersonal, managerial skills, communication and presentation skills. Computer literacy. Ability to conduct independent research and report research findings to a professional and non-professional audience. Either MMed in Public Health or FCPHM or both.
<u>DUTIES</u>	:	Provide technical support for the co-ordination of and reporting on public health surveillance. Recommend and support public health interventions that could contribute to a reduction in the burden of disease. Provide technical support for policy development. Capacity development in public health competencies. To provide formal supervision to one or more public health registrars within the programme and informal support for the registrar teaching within the programme. Academic activities consistent with the mandate of the University for research, teaching and social responsiveness including teaching a module on non-communicable diseases epidemiology.
<u>ENQUIRIES</u>	:	Dr Juliet Evans Tel No: (021) 483-6858
<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.
<u>CLOSING DATE</u>	:	02 November 2018
<u>POST 42/302</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R532 449 per annum
<u>CENTRE</u>	:	Lentegeur Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent 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. 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) drivers licence. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric Services.
- DUTIES** : Effective and efficient coordination, supervision and controlled unit management. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources and the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
- ENQUIRIES** : Ms BL McKay, Tel No: (021) 370 -1248 / D. Lotz, Tel No: (021) 370 -1340
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 : 09 November 2018
- POST 42/303** : **SECURITY AND RISK MANAGER**
- SALARY** : R356 289 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: An appropriate 3 year National Diploma or degree in Security Management. Registration with a professional council: Registration with PSIRA as a Grade A Security Service Provider. Experience: Extensive appropriate experience. Inherent requirement of the job: A Valid EB driver's licence. Competencies (knowledge and skills): -Knowledge of physical security, personal security, document security, communication security, IT security, security assessment and security investigation. Knowledge of PSIRA Grade A registration. Good leadership and managerial skills. Good written and verbal communication. Be innovative. Have a questioning attitude.
- DUTIES** : Ensure that all security officers and security guards maintain a sense of responsibility. Good human relations integrity, zeal/dedication and image of Tygerberg Hospital. Maintain discipline of all uniforms staff. Draft policies, manage and instructions as required. Ensure at that all security staff members know, understand and implement security instructions policies and manuals. Ensure proper shift changes and shift leaders are fully briefed. Ensure handover certificates complete. Ensure effective key control. Conduct security training need assessment. Ensure security staff registrations and that all security staff has clearance. Conduct performance assessment and evaluation of all staff and conduct security awareness initiatives and programmes. Ensure effective contract assessment. Investigate security incidents, trends including behaviour trends. Interact with all agencies and HET's on site and with law enforcements agencies.
- ENQUIRIES** : Mr P Wolfaardt, Tel No: (021) 938-4138
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 : 02 November 2018

POST 42/304 : **SYSTEM CONTROLLER**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R299 709 per annum
CENTRE : Forensic Pathology Service, U2 Building, Tygerberg
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within Forensic Pathology facilities and to work overtime. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

DUTIES : Manage the Electronic Content Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES : Mr M Vismer Tel No: (021) 928-1510
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener
NOTE : Candidates may be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.

CLOSING DATE : 02 November 2018

POST 42/305 : **CASE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R299 709 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Profession Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management or Medical Aid environment. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Ability to work with MS Excel and Web-based Programmes (medical aids). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

ENQUIRIES : Ms Z Van Schoor Tel No: (021) 571-8040
APPLICATIONS : The Medical Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
FOR ATTENTION : Mr D Hlongwane
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 November 2018

POST 42/306 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)**
West Coast District

SALARY : Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum

CENTRE : Swartland Primary Health Care (Stationed at Malmesbury CDC)
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: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work-after hours, travel and meet the operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in community health care, programs and services. Ability to communicate in at least two of the three official languages of Western Cape. Excellent Computer literacy in Microsoft office programs. Ability to work in a team across service platforms.

DUTIES : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and coordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Coordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. diabetes, hypertension, TB, HIV and mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms H van der Westhuizen, Tel No: (022) 482-2729

APPLICATIONS : The Director: West Coast District Office, Private Bag X15, Malmesbury, 7300 or PG Nelson Street, Malmesbury.

FOR ATTENTION : Mr E Sass

NOTE : No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise. "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 : 02 November 2018

POST 42/307 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Eden District

SALARY : R163 563 per annum

CENTRE : Mossel Bay 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 with a Computerised System. Appropriate experience in Procurement environment and warehousing. Extensive experience in Excel and mathematical analysis. Inherent requirement of the job: Physically fit and able to perform the tasks (must be able to lift heavy items). Competencies (knowledge/skills): Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Management of Warehouse according to regulations. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory). Perform system functions pertaining to warehousing and perform monthly stocktake and assistance with IFS & AFS stocktake processes. Perform the duties of procurement of goods to the warehouse, capturing quotations and authorisation of PA's. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department and Supervision.

ENQUIRIES : Mr J Boshoff, Tel No: (044) 604-6105
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE : 09 November 2018

POST 42/308 : **TRADESMAN AID**
 Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Helderberg Hospital, Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital or health environment will be advantageous. Inherent requirements of the job: Willingness to work overtime. Physically able to perform the duties required. Valid (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials. The ability to read, write and converse in at least two of the three official languages of the Western Cape. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Assist handyman/artisans in the performance of their duties. Exercise control over tools, equipment and materials.

ENQUIRIES : Mr A Joubert, Tel No: (021)850-4750
APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7130.

FOR ATTENTION : Mr A Joubert
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 09 November 2018

POST 42/309 : **CLEANER**
 Eden District

SALARY : R96 549 per annum
CENTRE : Alma CDC, Mossel Bay Sub-District
REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.

- DUTIES** : Provide a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment (i.e. polisher and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Actively involved in infection control, occupational control and occupational health and safety activities.
- ENQUIRIES** : Ms M Manuel, Tel No: (044) 604-6106
- APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6850.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 09 November 2018