

**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.

MANAGEMENT ECHELON

POST 50/184 : **DIRECTOR: MEDICAL PHYSICIST**

SALARY : R1 005 063 per annum (A portion of the package can be structured according to the individual's personal needs.)

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

REQUIREMENTS : Minimum educational qualification: Master's degree in Medical Physics, registrable with the HPCSA as a Medical Physicist. Experience: Extensive experience in Medical Physics. Competencies (knowledge/skills): Excellent management and administrative skills, including excellent communication and interpersonal skills, both in the individual and team context. Extensive experience in Radiation Medicine equipment management processes, including needs assessments, procurement processes, specifications, installation and maintenance. Extensive operational knowledge of Medical Physics to enable support of activities in the Divisions of Radiation Oncology, Diagnostic Radiology and Nuclear Medicine. Extensive technical and clinical knowledge in the field of Medical Physics with specific focus on the implementation of current and new techniques in all three divisions. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Extensive experience in the creation and delivery of Medical Physics post-graduate teaching programs and an active research interest.

DUTIES : Manage the administration of the Medical Physics division subject to national regulations and norms, the hospital executive and the Department of Radiation Medicine. Manage the Radiation Protection Programme for Groote Schuur Hospital including all aspects of Quality Management and Incident management. Managing service delivery of all Medical Physics related clinical services within all divisions of Radiation Medicine and as required by Groote Schuur Hospital in general. Manage and participate in teaching and training and research programs within Groote Schuur Hospital and University of Cape Town.

ENQUIRIES : Prof S Beningfield Tel No: (021) 404-4184, E-mail: steve.beningfield@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. 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 to 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 : 28 December 2018

OTHER POSTS

- POST 50/185** : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)**
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : Grade 1: R1 051 368 per annum
Grade 2: R1 205 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Forensic Pathology Services, Boland/Overberg
Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. **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 employee) as Medical Specialist in Forensic Pathology. **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 foreign qualified employee) as Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid (Code E/B) driver's licence. Willingness to work after-hours and standby duties. Overnight and weekend calls with availability at the call centre within 30 minute of the call being logged, offer professional consultation with relevant stakeholders and to provide judicial testimony. Competencies (knowledge/skills): Computer literacy, off-road skill, body retrieval skills from "unusual" sites" and photographic skills. Ability to interpret and apply policies and have good communication, interpersonal relationship, development and teaching skills. Ability to be methodical, detail orientated, uphold high standards and be able to work under pressure and meet deadlines. Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape.
- DUTIES** : Active participation in the execution of clinical duties in the department with support to regional stakeholders. Complete all relevant documentation pertaining to the remains. Participate in the identification process of unknown victims, inclusive of but not limited to relevant consultation processes. Assist with teaching and training programs including teaching at peripheral sites in the region and if required outside of the region related to forensic pathology personnel and other participating stakeholders. Participation in death review programmes, in stakeholder interactive programs and in academic programs affiliated to associated tertiary institution(s).
- ENQUIRIES APPLICATIONS** : Dr D Lourens Tel No: (023) 347-5353
The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
- FOR ATTENTION NOTE** : Mr B Wepener
The duties will not be Worcester based only but will include service delivery to the entire geographical area with autopsy facilities available at Worcester, Hermanus and Ceres. 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** : 28 December 2018
- POST 50/186** : **MEDICAL SPECIALIST (FAMILY PHYSICIAN)**
Chief Directorate: Metro 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 candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha Community Health Centre Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. 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 foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Department's Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (Ms Word, PowerPoint and Excel). Problem solving skills.
<u>DUTIES</u>	:	Be part of the Khayelitsha Community Health Centre and Khayelitsha/eastern Sub-structure Health Services team. Act as co-ordinator for Family Medicine Registrars allocated to the Khayelitsha/eastern Sub-structure as well as co-ordinator of undergraduate medical students from the University of Stellenbosch. Supervise the Khayelitsha Community Health Centre Medical Officers team and report to Facility Manager with regard to quality of care, clinical governance and training needs. Provide clinical services to patients, after-hours duties in order to ensure efficient delivery of the core package of services at a PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-structure. Implementing of clinical governance through audits and clinical meetings. Initiate, supervise and conduct research appropriate to the needs of the Sub-structure. In conjunction with Manager, liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department. Responsible for direct supervision and training of healthcare staff, undergraduate students and registrars. Analysis of data to enhance decision-making.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr MT Phillips Tel No: (021) 360-4622
<u>FOR ATTENTION NOTE</u>	:	The Director: Khayelitsha/Eastern Sub-structure Office, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Road, Khayelitsha, 7784. Ms E Weaver 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)"
<u>CLOSING DATE</u>	:	28 December 2018
<u>POST 50/187</u>	:	<u>DENTAL SPECIALIST (ORAL MEDICINE AND PERIODONTICS)</u> Chief Directorate: Metro Health Services
<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>	:	Oral Health Centres, Tygerberg/Mitchells Plain

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Dental Specialist in Periodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in Periodontics. Experience: Grade 1: None after registration with the HPCSA as a Dental Specialist Grade 2: A minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Periodontics. Grade 3: A minimum of 10 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in Periodontics. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Performing administrative activities relating to the position. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.
<u>ENQUIRIES</u>	:	Dr A Jefftha Tel No: (021) 937-3158
<u>APPLICATIONS</u>	:	The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
<u>FOR ATTENTION</u>	:	Ms N Jooste
<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>	:	28 December 2018
<u>POST 50/188</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS (DIAGNOSTIC RADIOLOGY)</u>
<u>SALARY</u>	:	R878 181 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 year's appropriate experience after registration as Medical Physics. Inherent requirements of the job: Willingness to work shifts when required. Physical ability to handle quality assurance equipment. Competencies (knowledge/skills): In-depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices in Radiology, as well as knowledge related to modern Medical Physics concepts in Radiation Therapy and Nuclear Medicine. Excellent management, administration, communication and interpersonal skills. Experience in theoretical, as well as practical teaching at post-graduate level, as well as an active interest in research and the implementation of new techniques. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results.
<u>DUTIES</u>	:	Responsible for the establishment and maintenance of a comprehensive quality assurance programme in Diagnostic Radiology, including performance of routine work and tests associated with the programme. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Responsible for staff administration and management of the Mouldroom and Medical Physics workshop. Active participation in the training of registrars,

medical physicists and Radiation Therapy Technologists, both in terms of practical as well as experiential training. Assist with routine Medical Physics tasks in Radiation Oncology and Nuclear Medicine as required.

ENQUIRIES : Ms N Joubert Tel No: (021) 404-6270/6266 or E-mail: nanette.joubert@uct.ac.za
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 December 2018

POST 50/189 : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)**

SALARY : R581 826 (PN-B4) per annum
CENTRE : Tygerberg Hospital Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic nursing qualification in one of the R212 qualifications, with a duration of at least 1 year, accredited with the SANC. The following R212 qualifications are excluded, i.e. Nursing Education and Nursing Administration. 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 requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES : Manage and co-ordinate clinical nursing care in the hospital on night duty. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical environment on night duty. Support or deputise for the Head of Nursing, and support the Nursing department and the institution.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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 do a competency tested as part of the interview process.
CLOSING DATE : 28 December 2018

POST 50/190 : **OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ICU)**

SALARY : R532 449 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or 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 a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the

specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. 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 this nursing speciality 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 communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in The Intensive care unit. 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. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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.
CLOSING DATE : 28 December 2018

POST 50/191 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS)**
 Chief Directorate: Rural Health Services

SALARY : R532 449 (PN-B3) per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum education qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Proof of current annual registration with SANC. 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 mentioned above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the Job: Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Knowledge and insight of legislation and policies relevant to current Nursing practices within the Public Service, as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills, as well as knowledge of Human Resource and Financial policies and ability to manage own work and that of the units reporting to the post with good auditing skills. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Coordinate optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage effectively the utilisation and supervision of resources. Maintain professional growth/ethical standards and self-development and display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms GE Sellars Tel No: (044) 802-4537
APPLICATIONS : 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 : 28 December 2018

POST 50/192 : **PRIMARY HEALTH CARE MANAGER**
West Coast District

SALARY : R444 693 per annum
CENTRE : Cederberg Primary Health Care
REQUIREMENTS : Minimum educational qualification: Appropriate health related qualification (i.e. National Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Experience: Appropriate experience in District Health Services, Management and Systems. Appropriate experience in Rural Primary Health Care services management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, financial management, supply chain and procurement processes.

DUTIES : The strategic and operational management of PHC in Rural Health Services for the sub-district to ensure effective and efficient implementation of integrated quality services for mobiles, satellites and fixed clinics. Provide leadership with regard to overall management, Sub-district services planning, coordination and oversee policy implementation of all services across the service platforms to enhance quality of care. Manage Critical Support Services with regard to infrastructure, policy and planning, information management, systems, data analysis and improving quality of services. Adequate financial planning, budgeting and control in planning and managing allocated human resources, assets and equipment. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness in communities.

ENQUIRIES : Dr P van Zyl Tel No: (022) 921-2153
APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 December 2018

POST 50/193 : **CLINICAL PROGRAMME COORDINATOR (HAST)**
(3 Month Contract Post)
West Coast District

SALARY : R420 318 (PN-A5) per annum plus 37% in lieu of service benefits
CENTRE : Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse as well as current registration with SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the professional Council: Current registration with SANC as Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Provincial HIV/AIDS/STI/TB programmes and Strategic Plan. Computer literacy (MS Word, Excel and

- PowerPoint). Ability to work independently and in a multi-disciplinary team. Ability to speak in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordination, effective and efficient management of the National and Provincial HIV/AIDS/STI/TB, Strategic and Annual performance plans by implementing programs. Management of the Human and Physical Resources and control of Financial Expenditure. Involvement in training programmes in conjunction with Human Resource Development and Training. Liaise with all role-players (NPO's, CCW's and Health promoters) to ensure an integrated health service within the Sub-district. Monitor and Evaluate Programmes (HIV/AIDS/ STI /TB), goals and targets including the collection, collation, validation and interpretation of statistical data. Monthly visits to health facilities and service points to provide support and supervision and regular feedback to the facilities and service points. Coordinate Lay Counsellors.
- ENQUIRIES** : Ms H Van Der Westhuizen Tel No: (022) 487-2729
- APPLICATIONS** : The District Director: West Coast District, Private Bag X15, Malmesbury, 7299.
- FOR ATTENTION** : Mr E Sass
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 28 December 2018
- POST 50/194** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
West Coast District
- SALARY** : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
- CENTRE** : Vredendal 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: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with 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 specialty after obtaining the 1 year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and overtime. Valid (Code E/B) driver's licence. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape (verbal and written).
- DUTIES** : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participate in training and research is essential. Organise a cost effective service on a daily basis and provide support to supervisor and management.
- ENQUIRIES** : Ms AG Nieuwoudt Tel No: (027) 213-2039
- APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- FOR ATTENTION** : Ms ME Tangayi
- 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

:

28 December 2018

POST 50/195

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ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY

:

R356 289 per annum

CENTRE

:

Tygerberg Hospital, Parow Valley

REQUIREMENTS

:

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies: Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

DUTIES

:

Ensure timeous and accurate reporting on SCM information and performance. Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisition process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

ENQUIRIES

:

Mr M.N Martin Tel No: (021) 938-5607.

APPLICATIONS

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

NOTE

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

CLOSING DATE

:

28 December 2018

POST 50/196

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ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT

Eden District

SALARY

:

R356 289 per annum

CENTRE

:

Riversdale Hospital, Hessequa Sub-district

REQUIREMENTS

:

Appropriate three- year National Diploma or Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours when required. Competencies (knowledge/skills): Ability to meet needs and to recognise and respond to problematic matters. Good system management skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to work independently and part of a team. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS and BAS.

DUTIES

:

Develop and maintain an effective, efficient and economic supply chain management administration and service. Manage efficient control of expenditure in accordance with the approved institutional budget Develop and maintain an effective, efficient and economic patient administration, revenue and patient record service. Manage subordinates within components. Contract management to support services in the Sub-district.

ENQUIRIES

:

Dr GJ Van Tonder Tel No: (028) 713-8640

APPLICATIONS

:

The District Manager: Garden Route District Office, Private Bag X6539, George, 6530.

FOR ATTENTION NOTE : Ms S Pienaar
: No payment of any kind is required when applying for this post. Shortlisted candidates will have to complete a skills competency test.

CLOSING DATE : 28 December 2018

POST 50/197 : **ASSISTANT DIRECTOR: CLINICAL CODING COMPLIANCE AND IMPROVEMENT**
: Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY CENTRE REQUIREMENTS : R356 289 per annum
: Head Office, Cape Town based at Tygerberg Hospital Office
: Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least three years or above in diagnostic and Procedural coding in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, and Outlook).

DUTIES : Perform a compliance and improvement service for the WCG Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish and plan the assessment of institutions and conduct assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment and update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Perform effective and efficient supervision, planning and co-ordination of the Clinical Coding Compliance and Improvement Component. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.

ENQUIRIES APPLICATIONS NOTE : Mr F Vorster Tel No: (021) 938-4362, E-mail: frans.vorster@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 28 December 2018

POST 50/198 : **ASSISTANT DIRECTOR: DIAGNOSIS RELATED GROUPS**
: Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY CENTRE REQUIREMENTS : R356 289 (Level 09) per annum
: Head Office, Cape Town based at Tygerberg Hospital Office
: Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience and knowledge of Diagnosis Related Groups. Appropriate experience and knowledge with regards to UPFS and/or Activity Based Costing and/or Other costing models. Appropriate leading organisational knowledge and experience level of Clinical Coding (Diagnostic and Procedural coding). Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on

a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

DUTIES : Provide supervision and guidance with regards to Diagnosis Related Groups (DRGs) to ensure all audited data are allocated to a DRG utilising the DRG encoder and that the required analysis is performed. Assist with DRG Encoder adjustment and Maintenance and Development. Manage/participate in strategic relationships, interactions and transactions with external stakeholders with regards to Diagnosis Related Groups (DRGs). Perform effective and efficient supervision, planning and co-ordination of activities in the Diagnosis Related Groups (DRGs) component. Support sub-projects linked to eCCR and DRG implementation. Professional communication both telephonically and in writing with all role players. Accurate record keeping and analysis of eCCR and DRG Clinical Coding data. General office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za

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. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 28 December 2018

POST 50/199 : **DIAGNOSIS RELATED GROUPS COSTING SPECIALIST**
(24 Months Contract)
Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY : R299 709 per annum plus 37% in lieu of service benefits.

CENTRE : Head Office, Cape Town based at Tygerberg Hospital Office

REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, DRGs, UPFS and/or Activity Based Costing in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).

DUTIES : To ensure all audited data are allocated to a DRG utilising the DRG encoder. To perform assessment and costing of audited data through utilisation of clinical records, accounts and invoices and capture data utilising the DRG costing tool. Perform assessment and analysis of related clinical and financial information in order to perform accurate and comprehensive DRG coding and costing. To manage service utilization by care coordination in order to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Support sub-projects added to Diagnostic Coding, eCCR and DRG Implementation. Accurate record keeping and general office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
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. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE : 28 December 2018

POST 50/200 : **CLINICAL CODING ASSESSOR**
Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY : R299 709 per annum
CENTRE : Head Office, Cape Town based at Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least 3 years or above in Diagnostic and Procedural coding in South Africa. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint, and Outlook).

DUTIES : Perform a compliance and improvement service for the WCG: Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.

ENQUIRIES : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
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. Shortlisted candidates will be subjected to a competency test.
CLOSING DATE : 28 December 2018

POST 50/201 : **CLINICAL CODING ASSESSOR**
(24 Months Contract)
Directorate: Clinical Coding Services and Diagnosis Related Groups

SALARY : R299 709 per annum plus 37% in lieu of service benefits.
CENTRE : Head Office, Cape Town based at Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: A health related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate organisational knowledge and experience level of clinical coding, experience in auditing of at least 3 years or above in Diagnostic and Procedural coding in South Africa. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's licence. Willingness to travel on a regular basis away from work place to visit Healthcare Facilities that fall under the Western Cape Department of Health.

- Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures and prescripts, ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Advanced computer literacy in Microsoft Office applications (MS Word, Excel, Access, PowerPoint and Outlook).
- DUTIES** : Perform a compliance and improvement service for the WCG Health to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Support the Assistant Manager as a provincial advisory resource with regards to clinical coding. Support the Assistant Manager to develop Compliance and Improvement Assessment tools in respect of Clinical Coding prescripts. Establish the assessment of institutions and plan assessment sessions including making necessary arrangements for assessment. Conducting assessments and providing feedback for Training and Capacity Building and DRG unit to improve Clinical Coding accuracy and comprehensiveness and optimal revenue generation. Evaluate assessment, compile reports, update skills inventories in respect of the allocated institutions and provide feedback of assessment to management of the relevant institution. Professional communication both telephonically and in writing with all role players. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. General office and ad-hoc duties.
- ENQUIRIES** : Mr F Vorster Tel No: (021) 938-4362 or E-mail: frans.vorster@westerncape.gov.za
- 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. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 28 December 2018
- POST 50/202** : **SENIOR STATE ACCOUNTANT (HOSPITAL FEES COMPLIANCE AUDITING & BILLING SYSTEM SUPPORT)**
Directorate: Management Accounting
- SALARY** : R299 709 per annum
- CENTRE** : Head Office, Cape Town based at Stikland Hospital Office
- REQUIREMENTS** : Minimum requirement: Appropriate 3 year National Diploma or Degree. Experience: Appropriate experience in compliance and auditing assessment or a recognised tertiary qualification in compliance and auditing. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel across province on a regular basis. Competencies (knowledge/skills): Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to interpret and apply financial policies, procedures and prescripts including report writing. Ability to work independently and within a team. Excellent people, technical and conceptual skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions and ability to liaise with Top Management. Working knowledge in CLINiCOM and Accounts Receivable Systems, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees. Advanced computer literacy in Microsoft Office applications (MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook).
- DUTIES** : To perform an effective and efficient Compliance Advisory service in the field of Hospital Fees policies in respect of Billing system support and Hospital Fees Debt. Evaluate compliance to financial legislative framework and reporting on evaluation (Findings and Recommendations) and liaise with management to address areas of non-compliance. Provide recommendations and assist institutions with the implementation of controls to remedy problem areas (improve compliance) including follow up with management that recommendations in respect of findings have been implemented. Professionally communicate both telephonically and in writing with all role players. General office and ad-hoc duties.
- ENQUIRIES** : Ms S Daniels Tel No: (021) 940-8727
- 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. A technical competency test will be utilised as part of the selection procedure.

CLOSING DATE : 04 January 2019

POST 50/203 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BIDS)**

SALARY : R299 709 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum educational qualification: 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: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate 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, 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 (PPPFA). 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 : 28 December 2018

POST 50/204 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT**

SALARY : R299 709 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Project/Contract/ theoretical management or staff residence experience or both. Inherent requirements of the job: Ability to work under pressure and availability after-hours, when necessary. Sufficiently physically fit and able and healthy to walk long distances in the confines of the building and site. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in (i.e. MS Word, Excel and PowerPoint applications), including good presentation skills. Excellent communication skills and proficient in at least two of the three languages

of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, contract, report-writing and drawing up of various documents related to estates. Autocad or similar programme credentials.

DUTIES : Coordinate the PCU administration of the hospital. Assist with the Allocation, Audits and planning of space within the hospital and lease administration. Assist with Architectural and business case briefs. Assist with the management of contracts (monitoring and evaluation). Contract and report-writing pertaining to various projects and services. Drawing up of Memorandum of understandings and liaison with Property Management. Assist with the management of residences and halls.

ENQUIRIES : Mr VC Rossouw Tel No: (021) 404-6316

APPLICATIONS : The Chief Executive Office: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

NOTE : Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 December 2018

POST 50/205 : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN (ACCOUNT CONTROLLER)**

SALARY : R242 475 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: 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: Nursing background will serve as an advantage. In-depth understanding and experience of clinical procedures/services in a hospital environment. Competencies (knowledge/skills): In-depth knowledge of hospital Procedure Manual Chapter 18. In-depth knowledge of the Uniform Patient Fee Structure (UPFS). Please click the print button below to generate the full Job Description report.

DUTIES : Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure. Actively participates in training for ICD10 coders. Ensure compliance of coding rules and regulations. Handle queries. Abstract data from the patients records to assign ICD10 codes to patient diagnoses. Query codes as needed to obtain clarification of charted documentation to accurately assign ICD10 codes. Work as a team to meet departmental goals. Ensure that all prosthesis, high cost consumables and high cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and private patients. Assist Case Manager with clinical updates, authorisation and liaise with the Medical Schemes.

ENQUIRIES : Ms J Jooste Tel No: (021) 938 -4140 or Ms B Esterhuysen Tel No: (021) 938-6685

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 : 28 December 2018

POST 50/206 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

Chief Directorate: Rural Health Services

SALARY : R242 475 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management Supply Chain Management within a healthcare environment. Extensive experience in LOGIS and Integrated Procurement System. Competencies (knowledge/skills): Practical knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the

		Accounting Officer's System of the Department of Health including delegations. Extensive practical knowledge of Inventory (stores) management procedures, warehouse management and procurement processes in acquiring goods and services. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, Outlook, LOGIS and IPS).
<u>DUTIES</u>	:	Key result areas/outputs: Responsible for Asset Management functions and ensure the effective and efficient application of policies and processes in respect of asset management. Oversee inventory control and warehouse management as well as the management of purchasing, contract management and logistics. Responsible for LOGIS system controller functions. Approve and close out of events on Integrated Procurement System. Compilation of monthly reporting as well as Financial Statements and Disclosure Notes. Provide supervision, training and development of staff within the Supply Chain Management component.
<u>ENQUIRIES</u>	:	Ms N Colburn Tel No: (044) 802-4315
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 January 2019
<u>POST 50/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) 5/8TH POST</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R226 599 per annum Grade 2: R278 697
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: At least 10 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. 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. Competencies (knowledge/skills): Computer skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of Research Methodology and Quality Management.
<u>DUTIES</u>	:	An effective and efficient administrative system and control of the occupational health clinic. Conduct risk assessment audits. Liaise with IPC related matters. Manage staff wellness clinic. Provide advisory services on OHS matters. Provide occupational health clinical services and a safe and healthy workplace.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Please submit your application to: www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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** : 04 January 2019
- POST 50/208** : **ADMINISTRATION CLERK: SUPPORT SERVICES**
(6 Months Contract)
- SALARY** : R163 563 (Level 05) per annum plus 37 % in lieu of service benefit
CENTRE : Western Cape College of Nursing (Boland Overberg Campus), Worcester
REQUIREMENTS : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate experience of Information management systems support or assistance. Inherent requirement of the job: Valid (Code B/EB) Drivers licence. Willingness to travel and work over time if required. Competencies (knowledge/skills): Knowledge and experience of Microsoft Word, Excel and PowerPoint. Good numerical skills and Computer literacy. Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. The ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Performs field inventory by physically locating, identifying and counting of assets. Responsible for the effective and efficient information system support to users. Responsible for the Inspection and safe storage of vehicles. Responsible for the Transport of staff, students and goods. Responsible to assist Head of Campus with contract management functions.
- ENQUIRIES** : Ms L Strauss Tel No: (023) 347-0732
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. Shortlisted candidates will be subjected to do a practical test.
- CLOSING DATE** : 28 December 2018
- POST 50/209** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R163 563 per annum
CENTRE : Oral Health Centres, Tygerberg/Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Functional experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (IPS). Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System. Computer literacy (Excel spreadsheets and Word). Sound knowledge of PFMA, National and Provincial Treasury Instructions and AOS. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to maintain a database of contracts (ESL). Maintain O-9 files and follow-up with suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to IPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.
- ENQUIRIES** : Mr Z Karoodien Tel No: (021) 937-3015
APPLICATIONS : The Dean/Manager, Oral Health Centres Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms P de Bruin
NOTE : A practical test may form part of the interview process. No payments of any kind is required when applying for this post.
- CLOSING DATE** : 28 December 2018

POST 50/210 : **TELKOM OPERATOR**

SALARY : R136 800 per annum
CENTRE : Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std.7). Experience: Appropriate experience in the operating of a high volume switchboard and a messaging and paging system. Inherent requirements of the job: Ability to rotate. Compulsory 12 hour shifts, including night shift, public holidays and weekends. Willingness to work overtime when required by operational needs. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape Good interpersonal skills. Excellent telephone etiquette. Computer literacy (MS Office: Word and Excel). Knowledge of Switchboards (PABX, paging system and trunk call procedures). Knowledge of handling alarm systems related to switchboard. Ability to work under pressure.

DUTIES : Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor national and international calls made. Report all faults and problems with switchboard. Page and SMS all staff who carries pagers. Maintain internal telephone directory. Provide relief secretarial, clerical and administrative support to the supervisor.

ENQUIRIES : Ms S Cupido Tel No: (021) 658-5452
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch 7700.

FOR ATTENTION : Dr M Mukosi
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 28 December 2018

POST 50/211 : **SECURITY OFFICER (X3 POSTS)**

SALARY : R115 437 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Minimum of C Grade PSIRA registration. Experience: Appropriate experience in a health institution as a Security Officer. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Valid (Code B/EB) driver’s licence. Willingness to be deployed in different sections of security department, including CCTV Control Room. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team, as well as independently. Be responsible and diligent. Ability to work under pressure. Knowledge of the CCTV Control Room.

DUTIES : Ensure access/egress control is exercised. Patrolling of buildings, parking areas and perimeter fencing. Control of parking and keys. Writing reports and statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Supervise outsource security officers.

ENQUIRIES : Mr S Ndzuzo Tel No: (021) 404-3111
APPLICATIONS : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 January 2019

POST 50/212 : **GROUNDSMAN**
West Coast District

SALARY : R96 549 per annum
CENTRE : Swartland Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning/gardening of large institutions. Inherent requirements of the job: Be physically able to move/lift heavy equipment, do strenuous manual labour and be on your feet for long periods of time. Willingness to work overtime over weekends and Public Holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good problem-solving skills.

DUTIES : Maintain and clean hospital grounds. Remove and safe-storage of waste and linen. Support to colleagues and supervisor. Maintain garden tools and equipment.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr GO Waneburg Tel No: (022) 487-9202
: The Director: West Coast District, Private Bag X15, Malmesbury, 7299.
: Mr E Sass

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

CLOSING DATE : 28 December 2018

POST 50/213 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R96 549 per annum
: Valkenberg Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience of handling of clean and dirty linen within a health environment. Inherent requirements of the job: Willingness to do manual labour and assist in other departments when required. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Must be able to count well.

DUTIES : Collect dirty linen from wards. Receive clean linen, count and issue clean linen to wards. Counting of linen. Keep linen area and storeroom clean and tidy. Washing of patients clothes.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms M Froneman Tel No: (021) 826-5864
: The Chief Director: Valkenberg Hospital, Private Bag X1, Observatory, 7935.
: Ms M Page

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

CLOSING DATE : 04 January 2019

POST 50/214 : **PORTER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R96 549 per annum
: Victoria Hospital
: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Porter experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks e.g. lifting patients and heavy equipment. Willingness to work shifts and handle corpses. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape.

DUTIES : Support with loading of patients in and out of ambulance and vehicles. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between treatment areas. Assist nursing staff with transfer of patients to bed or trolleys and vice versa. Transport medical documentation.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms Y Nelukalo Tel No: (021) 799-1123
: The Manager: Victoria Hospital, Private Bag X2, Plumstead, 780.
: Ms Z Peter

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

CLOSING DATE : 28 December 2018

POST 50/215 : **FOOD SERVICE AID**
Eden District

SALARY : R96 549 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills: Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES : Mr B Caffoen Tel No: (044) 604-6114
APPLICATIONS : The 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 : 04 January 2018

POST 50/216 : **HOUSEHOLD AID (X2 POSTS)**
Cape Winelands Health District

SALARY : R96 549 per annum
CENTRE : Robertson Hospital, Langeberg Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Hospital/ Clinic environment. Inherent requirement of the job: Willingness to work night shifts, weekends and public holidays. Competencies (knowledge/skills): Basic reading and writing skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : General household tasks which includes cleaning of the hospital environment. Sweep, scrub, mop, polish floors and furniture, wash windows, remove waste or refuse products, clean hospital grounds. Assist with sorting, counting and unpacking of linen, serving of patients' meals and beverages. Assist with stock control and management of household equipment, cleaning material and linen at ward level.

ENQUIRIES : Mr P Kleintjies Tel No: (023) 626-8551
APPLICATIONS : The Manager: Medical Services Robertson Hospital, Private Bag X615, Robertson, 6705.
FOR ATTENTION : Ms TM Padiachy
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 January 2019

POST 50/217 : **HOUSEHOLD AID**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a hospital/health facility environment. Inherent requirement of the job: Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to work in a team. Basic experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the

spread of infection (i.e. sweep, scrub, mop floors, dust, polish floors and furniture, empty bins daily, clean windows, light shades, walls and all toilets, pack dirty linen for laundry and handling), transport and dispose of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Mr M Gayiya Tel No: (021) 940-4533
APPLICATIONS : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7535.
FOR ATTENTION : Mr CR Solomons
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
CLOSING DATE : 28 December 2018