PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH

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

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 04/184: CLINICAL MANAGER GRADE 1 TO 3 (MEDICO-LEGAL UNIT)
Directorate: Professional Support Services

SALARY: R1 115 874 per annum (A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE: Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Willingness to work extended hours when necessary. Valid Code 8 driver’s licence. Competencies (knowledge/skills): Broad working knowledge of medical terminology, procedures, record-keeping, clinical systems and professional responsibilities within the State healthcare sector. Broad knowledge of all clinical disciplines and State Hospital practice. In depth knowledge of public service reporting procedures. Working knowledge of current legislation, regulations and policy pertaining to Health service provision, State Liability and Public Service Administration, as well as Common Law relating to Medical Negligence Litigation. Excellent writing, communication, interpersonal, teaching and problem-solving skills. An above-average level of computer skills (MS Word, Excel, PowerPoint and Outlook). Applicants must be fluent in at least two of the three official languages of the Western Cape.

DUTIES:
Manage and ensure that all new existing medical malpractice cases brought against The Department, Inquests, public liability claims and other medico-legal case-files as allocated are dealt with. Ensure the provision of detailed instructions to The State Attorney, Counsel and expert witnesses. Manage and oversee the medico-legal advisory and clinical risk management support service as well as in-service training. Manage and review financial reports on contingent liabilities and related data as required. Review all recommendations made by the Provincial Health Risk Manager concerning PILR and medical boarding applications by Head Office personnel. Overall Human Resource and financial management of the Medico-legal Unit.

ENQUIRIES: Dr D H Bass Tel No: (021) 483-3434/8602
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 may be subjected to a competency or practical test.
CLOSING DATE: 15 February 2019

POST 04/185: MEDICAL OFFICER GRADE 2 TO 3 (MEDICO-LEGAL UNIT)
Directorate: Professional Support Services

SALARY:
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
(A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a medical practitioner. Registration with a professional council: Current registration with the HPCSA as a medical practitioner. Experience: Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work extended hours when necessary. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Broad working knowledge of medical terminology, procedures, record-keeping, clinical systems and professional responsibilities within the State healthcare sector. Broad knowledge of all clinical disciplines and State Hospital practice. In depth knowledge of public service reporting procedures. Working knowledge of current legislation, regulations and policy pertaining to Health service provision, State Liability and Public Service Administration, as well as Common Law relating to Medical Negligence Litigation. Excellent writing, communication, interpersonal, teaching and problem-solving skills. An above-average level of computer skills (MS Word, Excel, PowerPoint and Outlook). Applicants must be fluent in at least two of the three official languages of the Western Cape.

DUTIES : Investigate all new and existing medical malpractice cases brought against The Department, Inquests, public liability claims and other medico-legal case-files as allocated. Provide detailed instructions to The State Attorney, Counsel and expert witnesses. Provide a medico-legal advisory and clinical risk management support service as well as in-service training in the field as required. Prepare financial reports on contingent liabilities and related data as required. Provide inputs on all recommendations made by the Provincial Health Risk Manager concerning PILR and medical boarding applications by Head Office personnel. To supervise administration of the Medico-legal Unit including (but not limited to) delegation of tasks, Staff Performance Management System and leave management.

ENQUIRIES : Dr D H Bass Tel No: (021) 483-3434/8602

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 may be subjected to a competency or practical test.

CLOSING DATE : 15 February 2019

POST 04/186 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
Central Karoo District

SALARY : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Beaufort West 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 one year in Medical and Surgical Nursing Science: Critical Care Nursing General: Trauma and Emergency or Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse (i.e. annual licensing receipt of 2019). Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional...
Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in relevant speciality as mentioned above. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES: Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.

ENQUIRIES: Mr TW Ntombana Tel No: (023) 414-8200
APPLICATIONS: The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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: 15 February 2019

POST 04/187: SENIOR ADMINISTRATIVE OFFICER: FINANCE
Cape Winelands Health Services

SALARY: R299 709 per annum
CENTRE: Cape Winelands District Office
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accounting as past 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 contract management and project management. Experience in LOGIS and BAS system will be an added advantage. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury Directives, Financial Delegations and instructions. Ability to be systematic and analytical, and to interpret and apply policies. Good communication (verbal and written) and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel).

DUTIES: Overall management of the Sub-Directorate Transfer payments. Control, verify, authorise journals and payments on BAS and LOGIS, and report on Asset and Liability account, debt account, etc. Develop and implement internal controls for budget management and contract management of NGOs and NPOs. Monthly review and reconciliation of budget and expenditure of funded NGOs, priority projects and Community development projects, and compiling monthly reports. Conduct Institutional or NGO audits on Financial Governance and Compliance, and compile audit reports and action plans. Support relevant departments in procuring the services of external partners, and assist with other duties that might be necessary in the finance unit.

ENQUIRIES: Ms AE Erasmus Tel No: (023) 348-8110
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. Short-listed candidates may be expected to complete a practical test.

CLOSING DATE : 22 February 2019

POST 04/188 : ADMINISTRATION CLERK: FINANCE/ADMIN
Garden Route District

SALARY : R163 563 per annum
CENTRE : Knysna 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 supply chain management experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge of public sector Supply Chain Management. Knowledge and experience of Logis. Ability to prepare and analyse figures and amounts. Computer literacy (Word and Excel). Knowledge of Accounting Officers System and SCM delegations. Written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Capture Log 1 forms. Capture issue vouchers. Check store stock. Control 0-9 file, do regular follow-ups with contractors and suppliers and keep clients informed. Prepare documents for quotation committee and ensure all procurement documents are audit compliant. Provide effective support to supervisor and colleagues.

ENQUIRIES : Mrs A Rein Tel No: (044) 302-8486
APPLICATIONS : The Manager: Garden Route 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. Short listed candidates may be required to undergo competency testing.

CLOSING DATE : 22 February 2019

POST 04/189 : ADMINISTRATION CLERK: SUPPORT
Garden Route District

SALARY : R163 563 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate secretarial and administration including the electronic switchboard experience. Inherent requirements of the job: Relief other of related duties. Willing to perform overtime and shifts including night shift when required. Willing to undergo developmental courses. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Language and minute-taking skills. Knowledge of office administration practice. Knowledge of the electronic switchboard. Computer literacy (MS Office) and typing proficiency. Good planning and organizational skills. Professional appearance and approach.

DUTIES : Effectively provide typing and Secretarial Support Service, Office management and reception function, answer telephonic queries and deliver messages using the electronic switchboard. Create register, data base maintenance and electronic management of records. Type documents, reports, correspondence and photocopy hospital folders. Prepare documents for completion by medical staff. Prepare on call registers for medical staff. Ensure timeous submission of statistics data as well as collate and compile monthly report and statistical data.

ENQUIRIES : Mr G Lloyd Tel No: (044) 302-8403
APPLICATIONS : The Director: Garden Route 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 applicants may be required to undergo a practical test.

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<tr>
<th>POST 04/190</th>
<th>GENERAL WORKER STORES (X2 POSTS)</th>
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<td>Directorate: Emergency and Clinical Support Services</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Pharmacy Services, Cape Medical Depot</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Physical strong to lift heavy duty. Experience: Experience in a warehouse environment. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Loading and offloading of stock on the trucks and vans. Transport goods to and from different sections. Transport goods with a hyster and be prepared to be trained as a hyster driver if necessary. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms C Buthelezi Tel No: (021) 483-8804 or Ms S Dulaze Tel No: (021) 483-2422</td>
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<tr>
<td><strong>APPLICATIONS</strong></td>
<td>The Chief Directorate: Emergency and Clinical Support Services, Bellville Health Park, Private Bag X15, Parow, 7500.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Ms A Petersen</td>
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<tr>
<td><strong>NOTE</strong></td>
<td>No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.</td>
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<th>POST 04/191</th>
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<tbody>
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<td>Cape Winelands Health Services</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Cape Winelands TB Centre</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms A Klaasen, tel. no. (023) 348-1311</td>
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<td><strong>APPLICATIONS</strong></td>
<td>The Medical Manager: Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Mr E Booyse</td>
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<tr>
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<tr>
<th>POST 04/192</th>
<th>PORTER</th>
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<tr>
<td>Chief Directorate: Rural Health Services</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R96 549 per annum</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Worcester Regional Hospital</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the Health Sector Porter services. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one’s feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.</td>
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</tbody>
</table>
**DUTIES**

Efficient and safe-handling transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effective and efficient management of mortuary services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficient and effective control of equipment and reporting any defects to trolleys/wheelchairs to supervisor. Effective support to Human Resource functions.

**ENQUIRIES**

Ms Z Ndevu Tel No: (023) 348–1125

**APPLICATIONS**

The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms H Swart

**NOTE**

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

**CLOSING DATE**

22 February 2019