PRONVIOICAL 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 08/153
HEAD: CLINICAL UNIT (MEDICAL) GRADE 1 (NEONATOLOGY) (THIS IS A JOINT STAFF APPOINTMENT WITH THE UNIVERSITY OF CAPE TOWN)
Chief Directorate: Metro Health Services

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

CENTRE
Mowbray Maternity Hospital

REQUIREMENTS
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Neonatology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Paediatrics (Neonatology).
Experience: A minimum of 3 year’s appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Neonatology. Inherent requirement of the job: Valid (Code /EB) driver’s license. Competencies (knowledge/skills): Computer literacy in MS Outlook, Excel, Word and PowerPoint. Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in accordance with the Level 2 package of care for Neonatology. Proven experience with supervising staff, training junior doctors, and managing financial and other resources.

DUTIES
Fulfil the role and duties of Head of the Neonatology Department in rendering an efficient and cost-effective specialised Neonatology service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance for the Neonatology service at Mowbray Maternity Hospital and respond to medical and legal issues as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient management of the Neonatology Department in terms of managing staff; reporting; participation in executive management decision-making and planning. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers, Interns, final year UCT Medical students, and ensure that research appropriate to the health setting is promoted at Mowbray Maternity Hospital. Participate in the functioning of the Department of Paediatrics and Neonatology at the University of Cape Town.

ENQUIRIES
Ms JC Joemat Tel No: (021) 659-5544

APPLICATIONS
The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION
Ms C Dawood

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

CLOSING DATE
15 March 2019

POST 08/154
MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH)
Chief Directorate: Emergency and Clinical Support Services
(Contract post from assumption of duty until 31 October 2019)

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.

CENTRE : Directorate: Specialised Services Support

REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Public Health. Experience:
Grade 1: None after registration with the HPCSA as a Medical Specialist in Public Health. 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 Medical Specialist in Public Health. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge of and experience with implementing a health systems approach to delivering integrated public health services. Ability to work in integrated multi-disciplinary teams across platforms. Leadership, administrative, communication and mentoring skills. Good problem solving skills. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES :
Implement projects for continuous health service improvement. Develop and implement protocols for efficient health service functioning. Supervision of registrars. Analysis and interpretation of data to enhance decision-making.

ENQUIRIES :
Dr G Reagon Tel No: (021) 483-4859/483-5776

APPLICATIONS :
The Human Resource Officer: Private Bag X15, Parow, 7500 or The Human Resource Officer: 4th Floor, Bellville Health Park, Karl Bremer Hospital, c/o Frans Conradie and Mike Pienaar Boulevards, Bellville, 7535.

FOR ATTENTION :
Ms N Petersen

NOTE :
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)”

CLOSING DATE :
15 March 2019

POST 08/155 : MANAGER: PHARMACEUTICAL SERVICES

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

CENTRE :
Tygerberg Hospital, Parow Valley

REQUIREMENTS :
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacists. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Competencies (knowledge/skills): In-depth knowledge of legislation, regulations, policies and procedures pertaining to pharmacy practice, the Public Sector and the National Department of Health. Strong leadership skills (including interpersonal skills) with regards to general management, organisation strategic planning (long and short term) and contingency/operational management. Financial and Supply chain management skills with regards to pharmacy management. Knowledge and experience of human resources management especially labour relations and disciplinary procedures. Proficiency (written and verbal) in at least two of the three official languages of the Western Cape. Computer literacy such as Ms Office applications with specific reference to Excel, Word and PowerPoint, as well as Information

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Management. Ability to function at a strategic level including communication or presentation skills. Project Management skills.

DUTIES
Manager of the Pharmacy Services of Tygerberg Hospital including registration as the Responsible Pharmacist, serving as an active member of various relevant committees in the hospital as required, and provide support to the COO and clinical management team. Serve as an active member on various committees at Provincial level as required, Communication with various players including personnel of faculties of health sciences, the public and health workers of all level of care, Ensure Good Pharmacy Practice and compliance with legislative requirements and, National Core Standards, Monitor and Evaluate Pharmacy services within the Pharmacy and the hospital. Financial management, budgets and setting the pharmaceuticals budget control, evaluation, adherence to financial requirements in procurement processes and ensure complete drug supply management adherence, and promote rational medicine prescribing or usage. Manage human resources of Pharmacy, including human resource development/planning, labour relations and disciplinary processes and strategic planning, long-term and short term as well as contingency, operational planning, Implement policies and procedures to Pharmacy services and facilitate and initiate research projects.

ENQUIRIES
Dr P Ciapparelli Tel No: (021) 938-5883

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
15 March 2019

POST 08/156
OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION UNIT)
Garden Route District

SALARY
R532 449 (PN-B3) per annum

CENTRE
Mossel Bay Hospital

REQUIREMENTS
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A Post basic nursing qualification in Operating Theatre Nursing with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the above mentioned specialty. Inherent requirement of the job: Willingness to perform after-hour and weekend standby duties for the hospital. Willingness to relief the Deputy Manager Nursing and Operational Managers. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Skilled Nurse Clinician able to lead and manage the Operating Theatre and Central Sterilisation Departments. Human Resource and Financial Management. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Conflict management, problem solving and decision-making skills. In-depth knowledge and understanding of legal and ethical legislations, Acts and policies related to nursing practices, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and in a multi-disciplinary team context.

DUTIES
Responsible for the coordination and delivery of quality nursing care within the Operating Theatre and Central Sterilisation Unit. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.
ENQUIRIES : Ms JA Mahlangu Tel No: (044) 604-6104
APPLICATIONS : The Manager: Eden District Office, Private Bag X 6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test.
CLOSING DATE : 15 March 2019

POST 08/157 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
Garden Route 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 : Riversdale Hospital, (Hessequa Sub-district)

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: Trauma or Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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 specialty after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness 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. Extensive experience in an Emergency unit and theatre environment. Willing to take charge of the Emergency unit and Theatre service.

DUTIES : Management of the Emergency unit and Theatre service. Provide holistic nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective management and utilisation of 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 P Moolman Tel No: (028) 713-8643
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 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 March 2019
POST 08/158

CLINICAL CODING TRAINER
(1 Year Contract)
Directorate: Clinical Coding Services and Diagnosis Related Groups

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

CENTRE
Chief Director: Rural Health Services, Mossel Bay

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). Registration with a professional council: Registration with the HPCSA or SANC. Experience: Appropriate leading organisational knowledge and experience level of coding, experience in Training and Development of Training material in Diagnostic and Procedural coding in South Africa. Appropriate knowledge and experience in Learning Management Systems (LMS) (e-Learning platform e.g. Moodle) with roles as Administrator and or Teacher and or Student. 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. Excellent presentation, facilitation and training skills and abilities. 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, PowerPoint, and Outlook). Train-the-Trainer or equivalent qualification. ICD-10 Basic and Intermediate Certificates.

DUTIES
Develop (research training material), Maintain and revise training manuals/presentations/user guides/LMS, deliver formal training to Clinical and Administrative staff to improve Clinical Coding accuracy and comprehensiveness, optimal revenue generation and management in all the Institutions of the WCG: Health (including latest Finance Instructions, system enhancements, etc.). Assist Assistant Manager/Manager as administrator for clinical coding training on Moodle. Establish the training needs of institutions and plan training sessions including making necessary arrangements for training, workshops and presentations. Evaluate training and update skills inventories in respect of the allocated institutions and provide feedback of training 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 training material. General office and ad-hoc duties.

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

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

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

CLOSING DATE
15 March 2019

POST 08/159

ADMINISTRATION CLERK: ADMISSIONS (FINANCE)
Central Karoo District

SALARY
R163 563 per annum

CENTRE
Beaufort West Hospital

REQUIREMENTS
Minimum educational qualifications: 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 administrative experience in reception. Appropriate experience in Record management and Electronic systems. Inherent requirement of the job: Willingness to work 12 hour shifts (which include night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Ability to work under pressure. Effective communication in at least two of the three official languages of the Western Cape. Computer literate.

**ENQUIRIES**: Mr R Maritz Tel No: (023) 414-8200

**APPLICATIONS**: The District Manager: Department of Health, 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.

**CLOSING DATE**: 22 March 2019

**POST 08/160**: **HANDYMAN**
Garden Route District

**SALARY**: R136 800 per annum

**CENTRE**: Harry Comay Hospital, George Sub-district

**REQUIREMENTS**: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate handyman experience within a Health environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.

**DUTIES**: Assist with repairs and installation of objects, emergency breakdowns, supervise and in-service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture, fixtures and fittings mechanical. Assist in preventive maintenance procedures, including autoclave, steam generators, water tanks, and clarifiers. Basic welding repairs and installations. Obtain quotations, order and control of materials as needed to complete requisitions. Strict adherence to the Occupational Health and Safety Act.

**ENQUIRIES**: Mr A Muller Tel No: (044) 814-1123

**APPLICATIONS**: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530. Garden Route District.

**FOR ATTENTION**: Ms S Pienaar

**NOTE**: No payment of any kind is required when applying for this post. A practical test may be conducted during the interview process.

**CLOSING DATE**: 22 March 2019

**POST 08/161**: **SECURITY OFFICER**
Chief Directorate: Metro Health Services

**SALARY**: R115 437 per annum

**CENTRE**: Lentegeur Hospital

**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. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. Good Communication in at least two of the three official languages of the Western Cape.

**DUTIES**: Access/Egress control also Escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager.
Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents.

ENQUIRIES : Ms D Lotz/ B McKay Tel No: (021) 370-1340/1248
APPLICATIONS : The Chief Executive Officer: Ward 2, Lentegeur Psychiatric Hospital.
FOR ATTENTION : Mr T Twalo
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 March 2019

POST 08/162 : STERILISATION OPERATOR PRODUCTION
Chief Directorate: Rural Health Services

SALARY : R115 437 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), as well as public holidays. Willingness to work overtime when needed. Competencies (knowledge/skills): Knowledge of the sterilisation process. Good interpersonal and numerical skills. Ability to work in a team environment and independently. Effective cleaning and packing abilities of heavy equipment. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, linen and supplies as well as assisting with stock taking. Clean, control and test instrument washing machines, autoclaves and other equipment in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation) procedures. Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Ms S Nieuwoudt Tel No: (023) 348-6455
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : Preference will be given to candidates that obtained certificates for Basic/Intermediate/Advance Course in decontamination and Sterilisation in CSSD. Short listed candidates may be subject to competency testing. No payment of any kind is required when applying for this post.
CLOSING DATE : 22 March 2019

POST 08/163 : GROUNDSMAN
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and grounds maintenance. Inherent requirements of the job: Valid (Code EB/B) driver’s licence. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as in a team set up.

DUTIES : Maintenance of grounds. Apply and maintain quality and risk. Maintain apparatus and equipment.

ENQUIRIES : Mr JJ Franken Tel No: (021) 508-7465
APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION : Ms QC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 March 2019
POST 08/164  :  CLEANER
                Cape Winelands Health District

SALARY :  R96 549 per annum
CENTRE :  Kayamandi CDC, Stellenbosch Sub-district
REQUIREMENTS :  Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaning experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Physically able to lift/move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal and organisational skills. Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a Health environment.

DUTIES :  Provide a clean, hygienic and safe environment within the Clinic i.e. dust, sweep, polish, scrub and mop floors, passages, empty dustbins and sort soiled linen according to correct cleaning procedures. Safe handling, maintenance and storage of cleaning equipment. Effective use of cleaning agents and stock, including elementary stock control.

ENQUIRIES :  Ms Z Ndlebe Tel No: (021) 889-5061
APPLICATIONS :  The Human Resources Manager: Stellenbosch Sub-district, Private Bag X5027, Stellenbosch, 7599.
FOR ATTENTION :  Ms L Adams
NOTE :  No payment of any kind is required when applying for this post.
CLOSING DATE :  22 March 2019