PRONVCIATIONAL 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 12/86
DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)
Chief Directorate: Metro Health Services

SALARY
R801 918 (PN–A8) per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE
Mowbray Maternity Hospital

REQUIREMENTS
Minimum educational qualification: 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 a professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to be on call and available in cases of emergency. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria and National Core Standards and level 2 package of care for Midwifery, Obstetrics and Neonatology. Knowledge of quality assurance, infection control and occupational health and safety. Knowledge of human resource and financial management. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal) and the ability to work on MS packages (Word, Excel, PowerPoint).

DUTIES
Provide strategic management and leadership within the Nursing Department. Manage quality improvement of nursing care and contribute to effective quality management at the Hospital by responding to medical and legal issues as they arise, and enhance the patient experience through effective management and responses to complaints and compliments and adverse incidents. Manage financial resources and consumable resources for the designated areas. Deliver effective and efficient management of the Nursing Department in terms of managing staff, reporting, participation in executive management decision-making and planning. Manage Human Resources in the relevant designated areas. Manage nursing research and both professional and nursing practice development.

ENQUIRIES
Ms JC Joemat Tel No: (021) 659-5544
APPLICATIONS
The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.
FOR ATTENTION
Mr R Hattingh
NOTE
No payment of any kind is required when applying for this post.
CLOSING DATE
12 April 2019

POST 12/87
ASSISTANT MANAGER NURSING (SPECIALTY UNIT)
Chief Directorate: Metro Health Services

SALARY
R581 826 (PN-B4) per annum

CENTRE
Mitchells Plain District Hospital

REQUIREMENTS
Minimum educational qualifications: Basic R425 qualification (i.e. Diploma / degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and midwife. A post-basic nursing
qualification with duration of at least 1 year, accredited with the SANC in one of the following post-basic qualifications: Medical and Surgical Nursing Science (Trauma and Emergency), Child Nursing Science or Advanced Midwifery and Neonatal Nursing Science. 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 requirements of the job: Ability and willingness to work shifts which may include after hour hospital cover (night duty relief, weekends, public holidays) and overtime when required. Willingness to deputise or stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge and skills): Ability to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy’s related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power Point presentation).

**DUTIES**

Clinical governance: provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management: facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery with regards to assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown Tel No: (021) 377-4410 / 4781

**APPLICATIONS**

The Chief Executive Officer: Mitchell’s Plain District Hospital, Private Bag X9, Mitchell’s Plain, 7789 or hand delivered to 8 AZ Berman Drive, Mitchell’s Plain.

**FOR ATTENTION**

Ms CC Johnson

**NOTE**

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

**CLOSING DATE**

12 April 2019

**POST 12/88**

OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

Central Karoo District

**SALARY**

R532 449 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE**

Nieuweldpark CC, Beaufort West 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 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility, knowledge of human resource and financial policies. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Ability to effectively communicate in at least two of the
three official languages of the Western Cape. Computer literacy (MS Word and Excel).

**DUTIES**

- Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES**

- Mr W J Erasmus Tel No: (023) 414-8200

**APPLICATIONS**

- The District 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.

**CLOSING DATE**

- 12 April 2019

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**POST 12/89**

**CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL TRAINING)**

Chief Directorate: Rural Health Services

**SALARY**

- R420 318 (PN-A5) per annum

**CENTRE**

- Worcester Regional 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyse systems and to prepare reports. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

**DUTIES**

- Develop, coordinate, conduct, implement and evaluate orientation and induction programmes for all nursing staff. Identify, develop, conduct and facilitate all in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and provide mentoring as required. Active participation in academic and ward rounds, mortality and morbidity reviews, adverse incidents, clinical audits and documentation audits. Ensure continuous improvement of quality patient care and ensure maintenance thereof. Development and implementation of clinical guidelines, protocols, standard operating procedures and nursing documentation. Liaise with the Higher Education Institutions, coordinate placement of and assess competencies and skills of nursing students placed in clinical areas.

**ENQUIRIES**

- Ms RM du Plessis Tel No: (023) 348 1104

**APPLICATIONS**

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

**FOR ATTENTION**

- Ms H Swart

**NOTE**

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

**CLOSING DATE**

- 12 April 2019
POST 12/90 : ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X2 POSTS)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum

CENTRE : Retreat CHC (X1 Post)
Du Noon CHC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in RSA. Inherent requirement of the job: Valid SA driver's license (Code B/EB). Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

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

ENQUIRIES : Ms L Appolis, Tel. No. (021) 202-0883 (Retreat CHC)
Mr W Caesar Tel. No: (021) 200-4500 (Du Noon CHC)

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

FOR ATTENTION NOTE : Mr F Le Roux

NOTE : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 12 April 2019

POST 12/91 : ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
Chief Directorate: Rural Health Services

SALARY : R163 563 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration. Competencies
(knowledge/skills): Proven knowledge and exposure to the duties and responsibilities of personnel administration section. Computer literate (i.e. MS office package, e-mail and internet). Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Or National Diploma registrable with a South African.

**DUTIES**: Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave administration, housing, injury on duty, distribution of monthly payslips, debt management and verify documents. Responsible for capturing transactions on PERSAL, audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, Appointment and service terminations. Act as adviser during recruitment and selection processes. Support supervisor and management and assist members of the Public with regard to Human Resource and Personnel matters.

**ENQUIRIES** : Mr BH Cassim Tel No: (044) 802-4409
**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. Shortlisted candidates will be subjected to a practical test.
**CLOSING DATE** : 18 April 2019

**POST 12/92**: **HANDYMAN (ELECTRICAL)**
Directorate: Engineering and Technical Services

**SALARY** : R136 800 per annum
**CENTRE** : Bellville Mobile Workshop

**DUTIES**: Perform standby duties. Carry out minor maintenance and repairs of electrical fixtures and components. Assist with repairs and emergency breakdowns (including after-hours repairs). Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties.

**ENQUIRIES** : Mr L Semone Tel No: (021) 830-3770
**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. Shortlisted candidates may be subjected to a practical test.
**CLOSING DATE** : 18 April 2019

**POST 12/93**: **LAUNDRY AID**
Overberg District

**SALARY** : R96 549 per annum
**CENTRE** : Swellendam Hospital, Swellendam Sub-district
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate laundry experience. Inherent requirements of the job: Physically fit to do manual labour. Ability to work with laundry machinery and equipment. Competencies (knowledge/skills): Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Sort, wash, dry, prepare, fold and iron linen, clothing and textiles. Assist with the mixing of chemicals and the washing of linen. Load and unload washing machines and tumble driers. Empty soiled linen bags for sorting and counting the sealing and stacking of linen bags for dispatching. Monitoring the quality of work.
ENQUIRIES : Mr DW Brecht Tel No: (028) 514-8443
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2019
POST 12/94 : CLEANER
Central Karoo District

SALARY : R96 549 per annum
CENTRE : Hillside CC, Beaufort West PHC
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.
DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS : The District 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.
CLOSING DATE : 18 April 2019
POST 12/95 : CLEANER
Overberg District

SALARY : R96 549 per annum
CENTRE : Napier Clinic, Cape Agulhas Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Cleaner experience in a Health Environment. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Ability to operate machinery and equipment. Competencies (knowledge and skills): Good interpersonal relations 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 AM Haikney Tel No: (028) 423-3008
APPLICATIONS : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 April 2019
POST 12/96 : MESSENGER
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to pick up heavy bags filled with post/goods. Valid (Code B/EB) driver’s license and Public Driving Permit (PDP). Competencies (knowledge/skills): Sound interpersonal skills. Ability to work in a team and under pressure. Ability to maintain
a high standard of confidentiality. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**: Daily collection and delivery of all post within and outside of the hospital. Sorting of post in registry. Collect blood samples from wards. Collect and deliver prescriptions and medication to and from the pharmacy. Collect and deliver files, documents and forms to and from various sections. Assist with driving duties on and off the Hospital premises. Perform other general tasks as required.

**ENQUIRIES**: Mr G van Wyk Tel No: (021) 940-4427

**APPLICATIONS**: The Chief Executive Officer: Stikland Hospital, Private bag X13, Bellville 7530.

**FOR ATTENTION**: Mr C Solomons

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

**CLOSING DATE**: 18 April 2019