

**PRONVICIAL 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.*

**CLOSING DATE** : 03 May 2019  
**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 14/149** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: OUTPATIENTS DEPARTMENT)**

**SALARY** : R614 991 (PN-B7) per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: 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. Post-basic qualification with duration of at least 1 year in Medical and Surgical Nursing Science: Ophthalmology Nursing or Oncology or Nephrology or Critical Care Nursing (General) Nursing accredited with SANC. Registration with a professional council: 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: Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Computer literacy (Word and Excel). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification or skills.

**DUTIES** : Responsible for management and co-ordination of clinical nursing care in the Outpatients Department units of the hospital. 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 and development and participation in research within the clinical environment. Support or deputise for the deputy manager nursing, and support the Nursing department and the institution.

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : The Chief Director: Tygerberg, Dental Hospitals, Private bag X3, Tygerberg 7507.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payments of any kind are required when applying for this post. Please note that competency may be tested as part of the interview process.

**POST 14/150** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA: NIGHT DUTY)**

**SALARY** : R614 991 (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 test as part of the interview process.

**POST 14/151** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**  
 Chief Directorate: Metro Health Services

**SALARY** : R562 800 (PN-B3) per annum  
**CENTRE** : Victoria 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 a 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 Nursing: General or Medical Surgical Nursing Science: Trauma and Emergency. 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 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 in the relevant specialty. Inherent requirement of the job: Provide relief services within the team and provide after-hour cover and work shifts if required. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Efficient and effective management of Service delivery in the Trauma Unit. Planning and implementation of nursing related training/education and research programs. Optimal management of the Budget and Physical Resources. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Infrastructure change and project management.

**ENQUIRIES** : Ms P Hawksworth Tel No: (021) 799-1127  
**APPLICATIONS** : The acting Chief Executive Officer: Victoria Hospital, Alphenhill Road, Wynberg, 7800 or Private Bag X2, Plumstead, 7801.  
**FOR ATTENTION** : Ms Z Peter

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 14/152</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 276 (PN-A5) per annum Metro TB Hospital Centre (Brooklyn Chest Hospital) 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 a Professional Nurse. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to do shift work when required. Competencies (skills/knowledge): Knowledge of appropriate SANC rules and regulations. Knowledge of National Core Standards. Leadership and supervisory skills. Knowledge of policies and procedures applicable to the profession. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Support to supervisor. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilisation of human, financial and physical resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Dankers Tel No: (021)508-7420 The Medical Services Manager: Metro TB Hospital Centre (Brooklyn Chest Hospital, Metro District Health Services, Private Bag X2, Ysterplaat, 7405.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms C Walklett No payment of any kind is required when applying for this post.
<b><u>POST 14/153</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (ARV SERVICES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 276 (PN-A5) per annum Khayelitsha Community Health Services 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 Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable 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 overtime and weekend duties. Willingness to perform standby managerial duties. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting.
<b><u>DUTIES</u></b>	:	Provide a comprehensive TB/HIV primary health care package. Plan and organise clinics, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff. Maintain constructive working relationship with nursing and other. Financial planning and indirect control of expenditure. Professional development i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr D Binza Tel No: (021) 360-5200 The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
<b><u>FOR ATTENTION NOTE</u></b>	:	Ms Z Willie No payment of any kind is required when applying for this post. A competency test will form part of the selection process.

<b><u>POST 14/154</u></b>	:	<b><u>CASE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A health related qualification registrable with the Health Profession Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment. Inherent requirement of the job: Excellent written and verbal communication in at least 2 of the official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Ability to work with MS Excel and Web-based Programmes (medical aids).
<b><u>DUTIES</u></b>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Supervision of staff & liaise with relevant role players in matters relating to Case Management. Assist Hospital Management in the distribution of Quality Client Care. Compile statistical reports.
<b><u>ENQUIRIES</u></b>	:	Ms Z Van Schoor Tel No: (021) 571-8040 Ext 8046
<b><u>APPLICATIONS</u></b>	:	The Medical Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
<b><u>FOR ATTENTION</u></b>	:	Mr D Hlongwane
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 14/155</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (PHC FACILITY)</u></b> (Cape Winelands Health District)
<b><u>SALARY</u></b>	:	R173 703 per annum
<b><u>CENTRE</u></b>	:	Wolseley Clinic, Witzenberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Compile headcount daily, weekly and monthly data and capturing of data, compliments and complaints on Sinjani. Complete registers, ordering and stock management as requested by the Operational Manager. Appointments list for follow up clients be generated from Tier.net and folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed), manage withdrawal of inactive folders & safe storage. If new client facility folder to be opened- correct stationary placed in folder and stickers to be printed, patient routed to appropriate HCW. Manage appointments electronically or on diary, ensure an orderly filing system.
<b><u>ENQUIRIES</u></b>	:	Mr L Wawini Tel No: (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a>
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.

**POST 14/156** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**  
Overberg District

**SALARY** : R173 703 per annum  
**CENTRE** : Caledon Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS, Supply Chain and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update and bar-coding. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Report monthly, BSC, Inventory, AFS and IFS reporting. Assist with Ideal Clinic requirement.

**ENQUIRIES** : Ms Z Boshoff Tel No: (028) 212-1070  
**APPLICATIONS** : The 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. Shortlisted candidates will be subjected to a practical test.

**POST 14/157** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : False Bay Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate hospital cleaning experience Inherent requirement of the job: Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Supervisor, Housekeeper and colleagues.

**ENQUIRIES** : Ms B Tyutu Tel No: (021) 782-1121 ext 134  
**APPLICATIONS** : The Manager: Medical Services, False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.  
**FOR ATTENTION** : Ms L Shoosmith  
**NOTE** : No payment of any kind is required when applying for this post.

**POST 14/158** : **PORTER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Porter experience in a hospital environment. Inherent requirements of the job: Willingness to attend in-service training. Willingness to work shifts, including nightshift, weekends and on public holidays. Ability to perform tasks such as lifting

- patients from/onto beds trolleys and wheelchairs. Ability to work under pressure. Willingness to work in a team. Must be prepared to handle bodies (corpses). Must be of sober habits. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Neatness. Enjoys good health, especially no back problems.
- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct route or accompany visitors to various destinations. 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. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness of trolleys and wheelchairs including the replacement of trolley linen when necessary. Report any defects to trolleys/wheelchairs to supervisor. Reply to requests from wards/clinics. Assist with the transportation of corpses from wards to the mortuary and entering detail in mortuary register.
- ENQUIRIES** : Mr D Plaatjies Tel No: (021) 918-1406
- APPLICATIONS** : The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
- FOR ATTENTION** : Ms A Dyers
- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/159** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services
- SALARY** : R102 534 per annum
- CENTRE** : Metro TB Hospital Complex (Brooklyn Chest Hospital)
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Appropriate experience: Experience in food service environment. Inherent requirements of the job: The incumbent must be prepared and able to work shifts. The incumbent must be strong enough to lift heavy objects and be on her/his feet the entire day. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understand the basic food groups and cooking methods. Ability to communicate efficiently in at least two of the three official languages of the Western Cape. Ability to be trained in preparing of normal and therapeutic diets.
- DUTIES** : Rendering of food services. Apply occupational health and safety measures. Effective utilisation of stock and equipment. Support the Human Resources function.
- ENQUIRIES** : Ms X Witbooi Tel No: (021) 508-7450
- APPLICATIONS** : The Chief Executive Officer: Metro TB Hospital Complex, Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
- FOR ATTENTION** : Ms N Mabuya
- NOTE** : No payment of any kind is required when applying for this post.