PRONVCIAL 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 15/125: ASSISTANT MANAGER NURSING (SPECIALTY: NIGHT DUTY, OUT-PATIENT SERVICES) (X2 POSTS)

SALARY: R614 991 (PN-B4) per annum
CENTRE: Groote Schuur Hospital, Observatory
 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 a Professional Nurse. A post-basic nursing qualification in one of the post basic nursing qualifications, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Ophthalmology Nursing or Medical and Surgical Nursing Science: Oncology Nursing or Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current registration with the SANC (2019). Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. At least 6 years of the above period must be appropriate/recognisable experience 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: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision-making, problem-solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word, Excel, PowerPoint). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.

DUTIES: Coordinate, supervise and control nursing services on night duty/OPD. Ensure the provision of optimal, holistic, specialised nursing care on night duty/OPD within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the execution of quality of care and financial management. Coordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services).

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION: Ms N Mbili
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 10 May 2019

POST 15/126: OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA)
Chief Directorate: Metro Health Services

SALARY: R562 800 (PN-B3) per annum
CENTRE: Gugulethu Community Health Centre
**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. 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 Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to attend to the Community needs after hours. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.

**DUTIES**

Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics, complete statistics. Ensure adequate control of stationary, medical class II stock consumables and ensure safekeeping. Health education of patients, public and staff. Professional development, i.e. assessing in-service training needs, planning, implementing of training programmes. Maintain professional confidentiality and prevent medical-legal risks. Manage human and financial resources.

**ENQUIRIES**

Mr L Makamba Tel No: (021) 633-0020

**APPLICATIONS**

The Facility Manager: Gugulethu Community Health Centre, corner of NY3 and NY78, Gugulethu, 7750.

**FOR ATTENTION**

Mr M October

**NOTE**

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

**CLOSING DATE**

10 May 2019

**POST 15/127**

**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**

Garden Route District

**SALARY**

Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

**CENTRE**

Dysselsdorp Clinic

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post-Basic nursing qualification with a duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Willingness to work overtime when necessary and work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).

**DUTIES**

Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding farming communities.

**ENQUIRIES**

Ms CH Engelbrecht Tel No: (044) 251-6013

**APPLICATIONS**

The Manager: Garden Route 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.

**CLOSING DATE** : 10 May 2019

**POST 15/128** : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: QUALITY ASSURANCE, OCCUPATIONAL HEALTH AND SAFETY, AND INFECTION CONTROL AND PREVENTION)

Chief Directorate: Metro Health Services

**SALARY** :
- Grade 1: R383 226 (PN-B1) per annum
- Grade 2: R471 333 (PN-B2) per annum

**CENTRE** : Wesfleur 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science.

Inherent requirements of the job:
- Willingness to work shifts, day and night duty and public holidays to meet the operational requirements.
- Valid (Code B/EB) driver’s licence.

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 with the SANC in General nursing. Registration with a professional council:
  - Registration with the SANC as a Professional Nurse.

Competencies (knowledge/skills):
- Good verbal and communication skills in at least 2 of the official languages of the Western Cape.
- Practical knowledge of Occupational Health and Risk Management.
- Practical knowledge of research methodology and Quality Management.
- Ability to work independently and as part of the multi-disciplinary team.
- Computer literacy (Ms Word, Excel, Power-point).

**DUTIES** :
- Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace).
- Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service.
- Conduct Risk assessment audits.
- Participate in training programmes in conjunction with People Management and Training Departments as required.

**ENQUIRIES** :
Ms LA Abrahams Tel No: (021) 010-0947 ext. 8060

**APPLICATIONS** :
The Manager: Medical Services, Wesfleur Hospital, Private Bag x1, Reygersdal, 7352.

**FOR ATTENTION** :
Mr D Hlongwane

**NOTE** :
No payments of any kind are 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 or 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** : 10 May 2019

**POST 15/129** : COMMUNICATION OFFICER

Directorate: Communications

**SALARY** : R316 791 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** :
Minimum educational qualification: An appropriate 3 - year National Diploma/Degree in Journalism, Public Relations or Marketing. Experience: Appropriate experience in Internal or Corporate Communication related working environment or field.

Inherent requirement of the job: Valid (Code B/EB) driver’s licence.

Competencies (knowledge/skills):
- Excellent verbal and written
communication skills. Strong interpersonal skills. Well-developed writing and editing skills in English, Afrikaans or Xhosa. Ability to work independently. Analytical and problem-solving abilities.

**DUTIES**
Implement the Department’s Internal Communications strategy. Develop internal communication plans for internal audience or activity. Internal communications brand alignment. Render support function to the Head Officer-team in executing internal communications projects as needed. Develop internal communiqué through copy writing of organisational communication. Generate content applicable for internal use / or as required per internal stakeholders.

**ENQUIRIES**
Mr M van der Heever Tel No: (021) 483-3716

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

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

**CLOSING DATE**
10 May 2019

**POST 15/130**
SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT
Overberg District

**SALARY**
R316 791 per annum

**CENTRE**
Swellendam- and Cape Agulhas Sub-districts (Stationed at Swellendam Offices)

**REQUIREMENTS**

**DUTIES**
Ensure effective information management and support to all relevant role players within the Sub-district. Compiling of monthly Reports and helping with information management during campaigns. Adhere and maintain quality data at all times within the Sub-district. Support with monthly sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when needed. Project management with regards to IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties.

**ENQUIRIES**
Dr JP Du Toit Tel No: (028) 514-4800

**APPLICATIONS**
The Director: Overberg District, 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 or computer literacy test.

**CLOSING DATE**
10 May 2019

**POST 15/131**
ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)
Directorate: Engineering and Technical Support Services

**SALARY**
Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum

**CENTRE**
Bellville Mobile Workshop

**REQUIREMENTS**
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 
**Grade A:** No experience required. 
**Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. 
**Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Perform standby duties when necessary. The successful candidate will be required to register with the South African Qualification and Certification Committee as an Authorised Practitioner: Air Conditioning and Refrigeration Gas. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health
and Safety Act (Act 85 of 1993). Ability to do welding work (including Oxy-
acetylene hard soldering).

**DUTIES**
- Repair and maintenance of air-conditioning and refrigeration systems including screw chillers, refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

**ENQUIRIES**
- Mr L Semono
- Tel No: (021) 830-3770

**APPLICATIONS**
- Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

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

**CLOSING DATE**
- 10 May 2019

**POST 15/132**
- **CLEANER**
- West Coast District

**SALARY**
- R102 534 per annum

**CENTRE**
- Hopefield Community Clinic (Lalie Cleophas Clinic)

**REQUIREMENTS**
- Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Physically able to lift/move heavy objects and supplies. Ability to operate machinery and 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 in the Western Cape.

**DUTIES**
- General cleaning and maintenance (sweep, scrub, refuse removal, dust, mop, polish, clean clinic grounds, clean windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Support Waste management. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

**ENQUIRIES**
- Ms D Bester
- Tel No: (022) 723-1878

**APPLICATIONS**
- The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

**FOR ATTENTION**
- Mr MZ Emandien

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

**CLOSING DATE**
- 10 May 2019

**POST 15/133**
- **HOUSEHOLD AID**
- Garden Route District

**SALARY**
- R102 534 per annum

**CENTRE**
- Oudtshoorn Hospital

**REQUIREMENTS**
- Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a ward/hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime and night duty. Relief duties in other departments when necessary and perform overtime and night duty.

**DUTIES**
- Responsible for general hygiene and safe environment. Correct and cost-effective usage and operation of equipment and chemicals. Responsible for cleaning duties (i.e. dust, sweep, polish, scrub and mop floors/passages/furniture) and empty dustbins. Handle clean and dirty linen and dispose of refuse/waste products. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level.

**ENQUIRIES**
- Ms H Human
- Tel No: (044) 203-7203

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

**FOR ATTENTION**
- Ms H Human

**NOTE**
- No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a computer literacy test.
CLOSING DATE: 10 May 2019

POST 15/134: CLEANER
Chief Directorate: Metro Health Services

SALARY: R102 534 per annum

CENTRE: Delft Community Health Centre

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to operate machinery and equipment. Ability to lift or move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.

DUTIES:
General cleaning and maintenance, i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES: Mr JC van Heerden Tel No: (021) 954-2237
APPLICATIONS: The Director: People Management, Green Building, Bellville health Park, Karl Bremer Hospital Precinct Northern/Tygerberg Sub-structure Office, Metro Health Services Private Bag X99, Bellville, 7500.

FOR ATTENTION: Ms P Louw
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 10 May 2019

POST 15/135: CLEANER
Garden Route District

SALARY: R102 534 per annum

CENTRE: Plettenberg Bay Clinic

REQUIREMENTS:
Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Willingness to rotate to different health facilities. Ability to work with heavy duty household/cleaning equipment. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment.

DUTIES:
Render an effective, efficient and safe hygiene service in the Health Facility. Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

ENQUIRIES: Mrs L Ziervogel Tel No: (044) 302-8400
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: 10 May 2019