ANNEXURE L

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

ERRATUM: Kindly note that the post of Industrial Technician Production (Electrical/Mechanical) for Bellville Mobile Workshop advertised in Public Service Vacancy Circular 25 dated 12 July 2019, the minimum educational requirements of the post has been amended as follows: National Diploma (T- or N- or S- Stream) in Mechanical, Electrical or Mechatronics Engineering or equivalent/ or registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician in terms of section 14(1) or 14(2) of the Engineering Profession of South Africa Act, 1990.

OTHER POSTS

POST 26/198 : HEALTH DATA SCIENTIST
Directorate: Information Management (Health Impact Assessment)

SALARY : R470 040 per annum

CENTRE : Head Office, Cape Town (Based at Norton Rose House, 8 Riebeek Street, Cape Town)

REQUIREMENTS : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.

DUTIES : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.

ENQUIRIES : Mr A Boulle Tel No: (021) 483-9341
APPLICATIONS : www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint suitably qualified and motivated data scientists to further develop and maintain this key facility. The data scientist focused on reporting will be responsible for both developing and maintaining routine reporting from the consolidated environment, as well as responding to internal data requests. Only applicants within the Provincial Government: Western Cape will be considered for this post.

CLOSING DATE : 02 August 2019

POST 26/199 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY) CLINICAL FACILITATOR

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an 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: Oncology. Registration with a professional council: Registration with SANC as 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 this 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. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the relevant field of specialty units/wards with regards to quality practices. Extensive knowledge of nursing practices or regimes within the relevant disciplines. Knowledge of basic and post-basic training programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Ability to work effectively in a multi-disciplinary team. Computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Understanding of the control of financial resources.

DUTIES: Coordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical and educational support for the provision of quality patient care through proper management of nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programmes. Effective management and utilisation of all human, financial and material resources. Promote and participate in research.

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2092
APPLICATIONS: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. 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: 02 August 2019
POST 26/200: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)
Garden Route District
SALARY: Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
CENTRE: Mossel Bay Hospital
REQUIREMENTS: Minimum education 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 accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable 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 as
mentioned above. Inherent requirement of the job: Willingness to work shifts
and after hours (weekends, public holidays and night duty). Competencies
(knowledge/skills): Sound knowledge and understanding of nursing and health
service related acts, legislation and policies. Computer literacy (MS Word,
Excel and Outlook). Communication skills (both written and verbal) in at least
two of the three official languages of the Western Cape.

DUTIES
Key result areas/outputs): Provide and supervise holistic Institutional nursing
care regarding the identification of nursing care needs, the planning and
implementation of nursing care plans. The overall quality of the nursing care is
implemented cost effectively, efficiently and equitable whilst at the same time
ensuring compliance to the requirements of professional and ethical practice.
Maintain professional growth/ethical standards and self-development,
compliance to professional, legal and ethical regulations governing nursing
practice.

ENQUIRIES
Ms J A Mahlangulel Tel No: (044) 604-6104
APPLICATIONS
The District Manager: Garden Route District Office, Private Bag X6592,
George, 6530.

ENQUIRIES
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
02 August 2019

POST 26/201
ASSISTANT DIRECTOR: SHERQ (SAFETY, HEALTH, ENVIRONMENT,
RISK AND QUALITY)
Directorate: People Practices & Administration
Sub-directorate: Health and Wellness

SALARY
R376 596 per annum

CENTRE
Head Office, Cape Town

REQUIREMENTS
Minimum requirement: Appropriate Human Resource/Social
Science/Occupational Health and Safety (OHS) 3 year National Diploma or
Degree. Experience: Sound knowledge and appropriate experience of the
Occupational Health and Safety Act in a Health Facility related environment.
Appropriate relevant experience. Inherent requirements of the job: Valid (Code
B/EB) driver’s license. Willingness to travel and overnight at various
workplaces across the geographical area of the Western Cape and other
provinces. Competencies (knowledge/skills): Knowledge of the Basic
Conditions of Employment. Knowledge of OHS surveys. Computer literacy in
Microsoft Office (Word, Excel, PowerPoint and Outlook). Research,
conceptualisation, statistical analysis and facilitation skills. Ability to interpret
and apply relevant legislation and regulations. Communication (written and
verbal) in at least two of the three official languages of the Western Cape.
Appropriate experience in establishment of OHS committees/training of OHS
committee members and conducting of safety audits. Understanding of
Employee Health and Wellness Framework for the Public Service.

DUTIES
Ensure the development, implementation, monitoring and reporting of
strategies, programmes, policies and projects for health and productivity and
SHERQ. Conduct research analysis to identify determinants of ill-health, injury
on duty and occupational diseases. Development, implementation and
maintenance of monitoring and evaluation tools for the implementation of a
Monitoring and Evaluation framework. Coordinate Contract Management of
Service Level Agreement for service providers for OHS. Implement and report
on key departmental events aligned to National and departmental strategies.
Conduct training for employees and implement and maintain OHS committees
in the Department of Health on the OHS Act to ensure compliance to OHS Act.
Conduct Safety Audits and reporting. Provide support and guidance to managers and facilities with reference to OHS Act. Supervision and management for staff.

**ENQUIRIES**: Ms M Buis Tel No: (021) 483-5644
**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
**NOTE**: No payment of any kind is required when applying for this post.
**CLOSING DATE**: 02 August 2019

**POST 26/202**
**SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
**Directorate: Supply Chain Management Sourcing**

**SALARY**: R316 791 per annum
**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum requirement: Appropriate 3-year procurement and or health-related degree or diploma. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Extensive knowledge of Bid and Contract Management. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication in at least two of the three official languages of the Western Cape. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

**DUTIES**: (key result areas/outputs): Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Delivery of optimal commercial benefits to the Department.

**ENQUIRIES**: Ms R Philander Tel No: (021) 483-8266 or renee.philander@westerncape.gov.za
**APPLICATIONS**: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
**NOTE**: No payment of any kind is required when applying for this post.
**CLOSING DATE**: 02 August 2019

**POST 26/203**
**CLINICAL PAIA ADMINISTRATOR: INFORMATION MANAGEMENT**
**Directorate: Information Management**
**Sub-directorate: Records Management**

**SALARY**: R316 791 per annum
**CENTRE**: Head Office, Cape Town


**DUTIES**: Key areas/outputs: Provide specialised clinical support to the Deputy Information Officer. Assess medico-legal risk in requested records and liaise with medico-legal advisor. Assess the right of access to requested records. Oversee compliance with the PAI Act and regulations. Draft statutory and management reports and manuals. Conduct liaison and training across the department. Supervise PAIA staff. Supervise and monitor administrative processes.

**ENQUIRIES**: Mr E Reynolds Tel No: (021) 483-4661
APPLICATIONS: www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE: 02 August 2019

POST 26/204: ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT
(12 Month Contract Post)
Chief Directorate: Emergency and Clinical Support Services

SALARY: R257 508 per annum plus 37% in lieu of service benefits
CENTRE: Forensic Pathology Services
REQUIREMENTS: A Three Year diploma or (Equivalent) in the relevant field. Experience: Appropriate experience in Human Resource Development and Training. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Appropriate knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge of budgetary aspects, as well as project management skills. Above average computer literacy experience in (MS Word, Excel and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES: Key result areas/outputs: Manage and co-ordinate skills and training interventions. Plan, develop, coordinate, monitor and evaluate the implementation of the Forensic Pathology Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handle all recruitment and selection processes of all interns.

ENQUIRIES: Ms S Samodien Tel No: (021) 928-1515
APPLICATIONS: www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE: 02 August 2019

POST 26/205: STERILISATION OPERATOR
Chief Directorate: Emergency and Clinical Support Services

SALARY: R122 595 per annum
CENTRE: Oral Health Centre, Tygerberg/Mitchell’s Plain
REQUIREMENTS: Minimum requirement: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Experience and appropriate knowledge of CSSD. 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 reading and writing skills in at least two of the three official languages of the Western Cape.

DUTIES: Deliver/collect soiled equipment to and from the sterilisation and various other departments with a heavy duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilize of instruments, and other equipment in the department. Operate autoclaves and instrument washing machines. Issue sterile stock according to the departmental needs. Fold and sterilize linen packs. Monitor, control and maintain stock levels. Perform ad-hoc duties at Oral Centre, Mitchell’s Plain.

ENQUIRIES: Ms V Naido, Tel No: (021) 370-4479
APPLICATIONS: Ms N Jooste
FOR ATTENTION: The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505
NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 02 August 2019

POST 26/206: HOUSEHOLD AID

SALARY: R102 534 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital setting. Inherent requirement of the job: Ability to work flexi hours, shifts, weekends and night-duty. Must be physical, mentally and emotionally fit to provide an essential service. Competencies (knowledge/skills): Basic literacy. Ability to participate and work as part of a team. Basic knowledge of cleaning and the cleaning equipment. Must be able
to maintain effective relationships with staff, patients and public. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

(key result areas/outputs): Effectively delivered environmental hygiene. Participate in activities of the cleaning service. Utilise and manage available human and financial resources to fulfil the operational needs of the clinical area. Effective support to the housekeeper and nursing staff related to example cleanliness of environment and patient meal services. Maintain protective clothing code.

**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.

**CLOSING DATE**

02 August 2019

**POST 26/207**

**LAUNDRY AID**

West Coast District

**SALARY**

R102 534 per annum

**CENTRE**

Vredendal Hospital

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work on Public Holidays. Ability to work and handle laundry machinery and equipment. Competencies (knowledge/skills): Good verbal, reading, numeracy and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Health and Safety prescripts.

**DUTIES**

Provide a professional washing, drying, folding and ironing of linen and other textile services to the institution and clinics. Collect, receive and distribute laundry to and from wards and clinics as well as monitor the quality of work and keep laundry clean. Assist with the mixing of washing chemicals and ensure and maintain hygiene and safety regulation standards. Ensure effective and efficient stock control. Responsible for the emptying of soiled linen bags for sorting, counting, sealing and stacking of packed clean linen bags for dispatch.

**ENQUIRIES**

Mr J Gertze Tel No: (027) 213-2039

**APPLICATIONS**

The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**

Ms ME Tangayi

**NOTE**

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

**CLOSING DATE**

02 August 2019