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.

OTHER POSTS

POST 44/203: MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)
(4 Years Contract)

SALARY:
Grade 1: R1 106 040 per annum
Grade 2: R1 284 623 per annum
Grade 3: R1 457 651 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: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Specialist Gynaecologist and Obstetrician. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Participates in the afterhours call duties of the department according to a commuted overtime contract. Competencies (knowledge/skills): A proven record of managing obstetrical services. Ability to communicate effectively, both orally and in writing. Ability to handle difficult situations involving patients, doctors or others in a professional manner. Ability to manage multiple and simultaneous responsibilities and prioritization of functions. Ability to work independently, exercise creativity, be attentive to detail and maintain a positive attitude. Adherence to Batho Pele Principles. Continuing professional development and publications in Obstetrics and Gynaecology. Experience in under and postgraduate training, teaching and assessment of students in Obstetrics and Gynaecology. Proficient user of computer programs including Microsoft Office, statistical packages and PPIP. Research and delivering of papers at congresses. Strong organisational and interpersonal skills. Willingness and ability to stay updated with knowledge and skills in general maternity care, obstetrical critical care as well as reproductive health.

DUTIES: (key result areas/outputs): Assisting with efficient administration of the clinical services platform. Participates in the afterhours call duties of the department of O & G according to a commuted overtime contract. Participates in the afterhours call duties of the department of O & G according to a commuted overtime contract. Participation in effective and appropriate research in maternity care and other academic activities in the department of Obstetrics and Gynaecology. Recommends, supports and participates in education services, programs of education and training including orientation of new employees (ESMOE, HBB, Maternal Resuscitation, ultrasound, cardiotography etc), nursing as well as medical in Tygerberg hospital and Metro East. Service delivery, teaching and training on the general obstetrics and gynaecology platform. Training and teaching undergraduate medical students and postgraduate students (Registrars in Obstetrics and Gynaecology).

ENQUIRIES: Prof GS Gebhardt at Tel No: (021) 938-4638 or Tel No: (021) 938-4661, or E-mail: Stefan.Gebhardt@westerncape.gov.za
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications
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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status”).
CLOSING DATE : 20 December 2019
POST 44/204 : PHARMACY SUPERVISOR GRADE 1
Chief Directorate: Metro Health Services
SALARY : R821 205 per annum (A portion of the package can be structured according to the individual’s personal needs)
CENTRE : Symphony Way Community Day Centre
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council: Proof of current (2019) payment with the SAPC as Pharmacist. Experience: A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 4 years’ relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver’s (Code B/EB) licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.
DUTIES : (key result areas/outputs): Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Ensure availability of quality medicine at all times with improved access to medicine and promote rational drug use. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist’s Assistants as well as development of pharmacy staff. Collection and submission of prescribed pharmaceutical data within the required timeframe.
ENQUIRIES : Mr C G Lintnaar, Tel No: (021) 918-1404 or email: Christiaan.G.Lintnaar@westerncape.gov.za
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 December 2019
POST 44/205 : ASSISTANT MANAGER NURSING (SPECIALTY: ONCOLOGY, PSYCHIATRY)
SALARY : R614 991 per annum (PN-B3)
CENTRE : Groote Schuur Hospital, Observatory
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 duration of at least one year, accredited with the SANC in Medical and surgical Nursing Science: Oncology or Advance Psychiatric Nursing Science. Registration with 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: Perform after-hour and weekend duties for the department and the hospital. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge in Oncology or Advance Psychiatric Nursing Science. Leadership and the Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework; Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : (key result areas/outputs): Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Functional Business FBUs management principles and provide effective support: management of human, material and financial resources. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed, Tel No: (021) 404-2071
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 : 20 December 2019

POST 44/206 : ASSISTANT MANAGER: NURSING (SPECIALTY AREA) AREA: NIGHT DUTY

SALARY : R614 119 per annum (PN-B4)
CENTRE : Tygerberg Hospital, Parow Valley
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 Registered 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. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. At least 6 years of the period referred to above must be appropriate/recognisable experience in a specialty area after obtaining the 1-year post-basic qualification in one the R212 qualifications mentioned above. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. 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/skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure.

DUTIES : (key result areas/outputs): The candidate will be responsible for management and co-ordination of 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 and development and participation in research within the clinical environment on night duty. Support the Nursing department and the institution.

ENQUIRIES : Ms F Marthinus, Tel No: (021) 938 4055 or email: Francilene.Marthinus@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications)
NOTE: No payment of any kind is required when applying for this post

CLOSING DATE: 20 December 2019

POST 44/207: ASSISTANT MANAGER NURSING (GENERAL AREA: NIGHT DUTY)
Chief Directorate: Metro Health Services

SALARY: R562 800 per annum (PNA-7)
CENTRE: Mitchells Plain District 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 Registered Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional nurse in General nursing and Midwifery with the SANC. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Ability and willingness to work night duty which includes weekends, public holidays and overtime should a need arises. Ability to work under pressure, independently and in a multi-disciplinary team context. Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the clinical units and hospital on night duty; with conflict management, problem solving and decision-making skills and ability to facilitate training. Excellent communication skills (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of the SA Triage System; Nursing and other Healthcare Related Acts, regulations and policies governing Nursing practice; National Health Insurance; Sustainable Development Goals; Healthcare 2030 and the Public Service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint presentation).

DUTIES: (key result areas/outputs): Clinical governance provide leadership and supervision for the provision of effect and efficient comprehensive holistic nursing care. Service delivery coordinate and manage the hospital and service units, effective bed and patient flow management, assist with meeting service delivery targets and the objectives of the Institution’s Annual Operational and strategic plans; build and maintain a network of professional relations to enhance service delivery. Quality Assurance coordinate and ensure implementation and adherence to quality assurance and improvement practice standards, protocols and indicators; monitor and evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical) Promote and maintain constructive working relationships with all internal and external stakeholders. Information management and utilisation of information technology – data collection, analysis and complex report writing.

ENQUIRIES: Ms A Brown, Tel No: (021) 377-4410/4781 or email: Aletta.Brown@westerncape.gov.za

APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click *online applications

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

CLOSING DATE: 20 December 2019

POST 44/208: CLINICAL PROGRAMME COORDINATOR (CLINICAL NURSE TRAINING)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PN-A5)
CENTRE: Karl Bremer Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification with Midwifery that allows registration with SANC registration as 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 the professional council: Current registration with SANC as a Professional Nurse. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse in general nursing. Inherent requirements of the job: Willingness to assist accredited Training schools with external practical examination assessment of students as required. Willingness to work overtime and after hours to assist with hospital cover which may include public holiday,
weekends and night duty. Valid (Code EB) drivers’ licence. Competencies (knowledge/skills): Computer literacy (MS Office and Outlook). Appropriate experience in nursing training. Ability to facilitate training, critical and analytical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the National Qualifications Framework; Skills Development Act; Department of Health Training policies and procedures. i.e. Study by Assignment; Community, Problem and Outcome Based Education. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES: (key result areas/outputs): Management of the Clinical Training Unit – Effective supervision and leadership Strategic and annual operational planning; Implement advance technology (Multi-media training modules). Ensure the unit meet the regulatory SANC accreditation and Office of Health Standards Compliance for training. Clinical training program coordination – facilitate informal nurse education and in-service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher Educational Institutions regarding student matters. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality assurance – Skills audits, training impact analysis; nursing education surveys and research; information management; Monitor and evaluate ward training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution.

ENQUIRIES: Ms ET Linden-Mars Tel No: (021) 918-1276
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: 20 December 2019

POST 44/209: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: PAEDIATRIC WARD)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PN-B3)
CENTRE: Karl Bremer 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of Financial Management. Appropriate knowledge/skills in general nursing science.

DUTIES: (key result areas/outputs): Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and
encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES: Ms E Linden-Mars, Tel No. (021) 918 1224
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE: 20 December 2019

POST 44/210: OPERATIONAL MANAGER NURSING (GENERAL)

SALARY: R444 276 per annum
CENTRE: Tygerberg Hospital, Parow Valley
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. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently, as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES: (key result areas/outputs): Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES: Ms F Marthinus, Tel No: (021) 938-4000
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. Shortlisted candidates may be required to do a competency test as part of the interview process.
CLOSING DATE: 20 December 2019

POST 44/211: CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)

Chief Directorate: Rural Health Services

SALARY: R444 276 per annum (PN-A5)
CENTRE: George 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 SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. 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** : Coordinate the development and implementation of induction/orientation programmes for nursing personnel. Coordinate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes and assist with formal clinical training programmes. Manage the clinical accompaniment/mentorship programmes within the Nursing component.

**ENQUIRIES** : Ms GE Sellars, Tel. No: (044) 802-4356/7 or email: Getruida.Sellars@westerncape.gov.za

**APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

**CLOSING DATE** : 20 December 2019

**POST 44/212** : CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)

**CENTRE** : Murraysburg Community Clinic

**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. Post-basic nursing qualification with 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 requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime when necessary. 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** : SR FK Fass, Tel No: (049) 844-0021

**APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

**CLOSING DATE** : 20 December 2019

**POST 44/213** : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (2 POSTS)

**CENTRE** : Du Noon Community Health Centre

**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 Professional Nurse. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Current registration with the SANC as Professional Nurse 2019. 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 in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**

(key result areas/outputs): Render an effective and continuous comprehensive nursing treatment care to patients. Ensure that services are rendered in a cost effective manner. Work as part of the multi-disciplinary team to ensure good nursing care. Promote and perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRIES**

Mr W Caesar, Tel No: (021) 200-4500

**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. 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.

**CLOSING DATE**

20 December 2019

**POST 44/214**

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: TRAUMA AND EMERGENCY)

Chief Directorate: Metro Health Services

**SALARY**

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

**CENTRE**

Du Noon Community Health Centre

**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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Current registration with the SANC as a 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 nursing qualification in the relevant specialty 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. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills.

**DUTIES**

(key result areas/outputs): Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard
operating procedures. Ensure efficient and accurate documentation, statistical
data collection capturing and participation in research activities. Liaise, advise
and effectively communicate with the relevant internal and external
stakeholders for continuity of client care.

ENQUIRIES : Mr W Caesar, Tel No: (021) 200-4500
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. 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.

CLOSING DATE : 20 December 2019
POST 44/215 : CLINICAL CODING TRAINER AND CAPACITY BUILDING
Chief Directorate: Rural Health Services
(12 Months Contract)

SALARY : R316 791 per annum plus 37% in lieu of service benefits.
CENTRE : 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) with
experience/competencies. Experience: Appropriate experience and
knowledge of ICD-10 Diagnostic Coding up to Basic level in South Africa.
Experience and knowledge of Procedural coding in South Africa would be an
advantage. Appropriate xperience in Training and Development of Training
material. Inherent requirements of the job: Valid unendorsed (Code B/EB)
driver’s licence (learners licence will also be considered). 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 work independently and
within a team. Willingness to be trained as a trainer.

DUTIES : (key result areas/outputs): Maintain and revise training
manuals/presentations/user guides, 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.). 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) 826 5741, E-mail:
Frans.Vorster@westerncape.gov.za
APPLICATION : 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 : 20 December 2019
POST 44/216 : SPECIALIST FORENSIC INVESTIGATOR

SALARY : R316 791 per annum
CENTRE : Forensic Pathology Services Tygerberg, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Extensive experience in a Local Criminal Record Centre (LCRC)
Environment with a high proficiency in specialising photographic skills that
includes ALS, photography, impression photography and evidence
photography. Extensive experience in Death Scene Investigation and within
the Autopsy environment. Inherent requirement of the job: Must have
completed the adjudication panel certification fingerprint expert status, from an
adjudication panel. No criminal record. Successfully completed courses in
Advance Crime Scene Investigation, processing, forensic Biology incl, presumptive testing Forensic Ballistics, Forensic Trace Evidence, Forensic Chemistry, DNA evidence recovery, Videography, Plan drawing and Expert Witness Testimony. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Above average computer skills in at least MS Excel, MS Word, Computer Aided Design package (CAD), Ms PowerPoint and Photoshop will be an advantage. Additional courses in Fingerprinting, Fingerprint Comparison, specialized digital photography and ultra violet photography, use of various light sources and color filters and fluorescent fingerprint powders. Be willing to train Forensic Pathology Officers in death scene investigation and photography. Can effectively use Alternate Light Sources (ALS) through various spectrums and filters. Fluency in two of the three official languages in the Western Cape. Meticulous note taking, recording and the proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE) in court.

**DUTIES**

(key result areas/outputs): Assist with the identification of unidentified person by mean of fingerprinting and fingerprint comparisons. Attend the autopsy proves and conduct specialized photography on request for the Forensic Pathologist and perform fingerprinting in complex cases. Conduct a comprehensive death scene investigation and perform specialised forensic investigation to identify, extract and preserve evidence, record and present such in a Court of Law including assisting the FPO with developing a Portfolio of Evidence. To assist all mass incidents scenes. Training, lecturing and mentoring of Forensic Pathology Officers in Death Scene and Forensic Investigations.

**ENQUIRIES**

Mr K Jones Tel No: (021) 826 5742/5734 or email: Kevin.Jones@westerncape.gov.za

**APPLICATION**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

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

**CLOSING DATE**

20 December 2019

**POST 44/217**

**CASE MANAGER**

**SALARY**

R316 791 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD-10 Coding) with procedure codes. Knowledge of the Uniform Patient Fee Schedule (UPFS) and ability to perform clinical audits on patient accounts. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills and the ability to act independently, objectively and with confidence. Computer literate (Microsoft Office). Ability to work under pressure, handle a high work volume and meet strict deadlines. Knowledge of the Medical Schemes Act 131 of 1998 and relevant PMB Regulations. Clinical background will serve as an advantage.

**DUTIES**

(key result areas/outputs): Manage the workflow and personnel of the Case Management department. Manage and implement Case Management policies, protocols and procedures in the hospital. Liaise with funders, Managed Care Organisations and Administrators with regards to MHC policies, protocols, optimal fund utilisation, clinical information and diagnostic and procedural coding. Conduct clinical audits of patients’ accounts and ensure clinical auditing of the account controllers is accurate. Complete queries/requests of the Medical Scheme follow-up section timely, including motivational letters, authorisation, concurrent review of update of patient clinical information i.e., length of stay, level of care clinical coding and PMB identification etc. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Compile weekly/monthly reports to be distributed to management and the relevant departments. Provide quotations to all patient classifications.

**ENQUIRIES**

Ms J Jooste, Tel No: (021) 938-4140 or email address: Jennifer.Jooste@westerncape.gov.za

**APPLICATION**

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**

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

**CLOSING DATE**

20 December 2019
POST 44/218  :  ADMINISTRATION CLERK: ADMISSIONS  
Cape Winelands Health District  

SALARY  :  R173 703 per annum  
CENTRE  :  Drakenstein Sub-district, TC Newman Community Day Clinic  
REQUIREMENTS  :  Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the Health Information Systems of the Department (e.g. PHCIS, TIER.Net, Sinjani, Clinicom. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Language proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literate (Windows, Excel, PHCIS.) Basic routine health information system for data captures (HISDC Project).  


ENQUIRIES  :  Ms J Bosch, Tel No: (021) 862-4520  
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  :  27 December 2019  

POST 44/219  :  SECURITY OFFICER  

SALARY  :  R122 595 per annum  
CENTRE  :  Groote Schuur Hospital, Observatory  
REQUIREMENTS  :  Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirements of the job: Willingness to work shifts and be available on a 24-hour basis. Valid (Code B/EB) driver’s licence. Must be registered with PSIRA. Must be physically fit. Competencies (knowledge/skills): Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health and Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.  

DUTIES  :  (key result areas/outputs): Ensure access/egress control. Patrolling of buildings, parking areas and perimeter fencing. Control of parking areas. Taking and writing of statements. Investigation of crimes and incidents. Giving of evidence at Court or disciplinary inquiries. Controlling of all hospital keys. Supervise outsourced security officers.  

ENQUIRIES  :  Mr S Ndzuzo, Tel No: (021) 404-3111  
APPLICATIONS  :  Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
FOR ATTENTION  :  Mr M Benjamin  
NOTE  :  No payment of any kind is required when applying for this post.  
CLOSING DATE  :  27 December 2019  

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