ANNEXURE AA

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 following posts: Porter, Worcester Hospital, Ref no 02/169, Sterilisation Operator, Worcester Regional Hospital, Ref No 02/166, Cleaner, Bothasig Community Day Centre, Ref No. 02/167, Messenger, Tygerberg Hospital, Ref No 02/168 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, the closing date has been amended to 07 February 2020. Kindly note that the post of Community Liaison Officer (For Garden Route) with Ref No: 2/165 advertised in Public Service Vacancy Circular 02 dated 17 January 2020, have been withdrawn and also the post of Radiographer Grade 1 to 3 (Ultrasound) (For Garden Route) with Ref No: 3/ 305 advertised in Public Service Vacancy Circular 03 dated 24 January 2020, the requirements have been amended as follows: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound.

MANAGEMENT ECHELON

POST 04/301: DIRECTOR: MANAGEMENT ACCOUNTING
Directorate: Management Accounting

SALARY: R1 057 326 per annum, all-inclusive salary package. (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Based at: Bellville Health Park, Bellville

REQUIREMENTS: Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Financial Accounting or Management as recognised by SAQA with five years’ experience at a middle/senior managerial level. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver’s license. Ability to function in a team. Competencies (knowledge/skills): Knowledge and understanding of financial norms and standards, legislation, national and provincial regulations and directives. Extensive knowledge of and experience in policies and processes with respect to finance, budgeting, revenue, debt management, etc, within the Provincial Administration including the structure of the budget through grants and the equitable share. Management reporting especially on the budget review, expenditure control and financial reports. Ability to give develop strategy and provide clear strategic direction. Ability to develop, analyse, monitor and execute financial policy, budget policy and revenue policy. Ability to plan and execute the budget process in the Department of Health. Advanced skills in databases and computer models in order to plan and manage the compilation of databases from BAS and PERSAL, and the creation of models for use by managers. Other skills required: Interpretative skills, Problem solving skills, People and change management skills, Interpersonal and communications skills, Negotiating skills, Conflict handling skills.

DUTIES: Ensure an efficient financial planning process and Budget Management system. Oversee the management of an R25b budget under the supervision of the Chief Financial Officer and in consultation with other members of management. Ensure expenditure and revenue control and Approved Post List management. Give direction to the Finance Business Intelligence (BI) Section. Data interpretation and analysis: This is a most complex and diverse organisation, placing huge demands on the accumulation and analysis of data, cost-effectiveness studies, planning of allocations to entities, projections and management of expenses. Submit inputs in respect of the Annual Financial Statements, Annual report and participate in meetings with AG’s office. Develop and Maintain revenue policies, tariffs, systems and procedures, Hospital Fees Training and Billing System Support.
Comprehensive introduction and implementation of Case Management and Managed Health Care into all hospitals treating private patients by managing revenue policies, tariffs, systems, procedures, Hospital fees training and billing system support.

ENQUIRIES
Mr S Kaye Tel No: (021) 483-8690

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. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. Applicants will be subjected to a competency assessment test.

CLOSING DATE
21 February 2020

OTHER POSTS

POST 04/302
ASSISTANT MANAGER: MEDICAL PHYSICS

SALARY
R923 847 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE
Groote Schuur Hospital, Observatory

REQUIREMENTS
Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration as a Medical Physicist. Inherent requirements of the job: Must be willing to work shifts when required. Physical ability to handle quality assurance equipment. Competencies (knowledge/skills): In depth knowledge and skills relating to the medical physics and quality assurance processes, tests and regulations associated with radiation emitting devices primarily in Radiology, as well as knowledge related to modern Medical Physics concepts in Radiation Therapy and Nuclear Medicine. Knowledge of computers and software used in Radiology (imaging and dose assessment), Radiotherapy (modern RT techniques) and Nuclear Medicine. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Experience in theoretical as well as practical teaching at post-graduate level, as well as an active interest in research and the implementation of new techniques.

DUTIES
Responsible for the establishment and maintenance of a comprehensive quality assurance programme in Diagnostic Radiology, including performance of routine work and tests associated with the programme. Responsible to maintain an effective radiation protection programme for the hospital, including reporting and monitoring of radiation incidents. Assist in the specification, procurement, installation and commissioning of radiation emitting devices in the hospital as required. Responsible for staff administration and management of the Mouldroom and Medical Physics workshop. Active participation in the training of registrars, Medical Physicists and Radiation Therapy Technologists, both in terms of practical as well as experiential training, and research. Assist with routine Medical Physics tasks in Radiation Oncology and Nuclear Medicine as required.

ENQUIRIES
Ms N Joubert, Tel No: (021) 404-6266

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
14 February 2020
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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid manual (code B/EB) driver’s license and willingness to travel. Competencies (Knowledge/skills): Extensive knowledge and experience in Primary Health Care and Chronic Disease Management, with experience in the field of HIV/AIDS. Computer literacy in MS Office Package. Ability to communicate in at least two of the official languages of the Western Cape and ability to function effective within a multi-disciplinary team and independently. Understanding of the District Health System (DHS.)

DUTIES:
Co-ordination, facilitation and effective management (including monitoring and evaluation of programme objectives and targets) of Chronic Disease programme in line with the life course and COPC approach: Non communicable diseases, HIV/AIDS, Mental health, Eye Care. Evaluate and assess the competencies and skills of health staff in the above. Roll out, training and mentoring of the Practical Approach to Care Kit (PACK) and NIMART programmes within the District. Support the management of critical support functions (LAB, data, equipment, drugs) at district level.

ENQUIRIES:
Ms RC Balie Tel No: (023) 348-8122

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:
14 February 2020

POST 04/304:
OPERATIONAL MANAGER NURSING (GENERAL)
Garden Route District

SALARY:
R444 276 (PN-A5) per annum

CENTRE:
Harry Comay Hospital, George Sub-district

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime, night duty and weekends as required. Competencies (knowledge/skills): Good managerial, supervisory, basic computer and decision making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

DUTIES:
Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Nursing Division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

ENQUIRIES:
Ms LB Geweld Tel No: (044) 814-1117

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:
14 February 2020
POST 04/305

CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
(CLINICAL TRAINING)
Cape Winelands Health District

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

CENTRE
Drakenstein Primary Health Care Support and Outreach

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 qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience 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) driver’s licence. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care. Relevant knowledge, skills and experience in training and practical accompaniment and knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development. Computer literacy in the MS Office Package and ability to communicate in at least two of the three official languages of the Western Cape. Previous experience in Primary Health Care, NIMART and PACK Trainer/Mentor will be to the candidate’s advantage.

DUTIES
Coordinate and facilitate the development of learning opportunities for all nursing personnel. Facilitate training and updating of skills specifically regarding Primary Health Care Package of Care. Evaluate and assess the competencies and skills of nursing personnel. Mentoring and Coaching of primary health care staff. Management and coordinating of Sub District Nurse Training.

ENQUIRIES
Ms S Theron Tel No: (021) 877-6400

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
14 February 2020

POST 04/306

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)
CLINICAL FACILITATOR

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

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 Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recogisnable experience in nursing after registration as Professional Nurse with 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 as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the departments and the hospital. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols, procedures of nursing practices or regimes within the relevant disciplines/field of specialty units/wards with regards to quality practices. Knowledge of basic and post-basic training programs, computer literacy
(Ms Word, Excel, PowerPoint and internet) and presentation skills. 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. Understanding of the control of financial resources and ability to work effectively in a multi-disciplinary team.

**DUTIES**

Co-ordinate 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 Manage nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programs, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programs. Effective management and utilisation of all human, financial and material resources. Promote and participate in research. Ensure effective communication with all relevant internal and external stakeholders.

**ENQUIRIES**

Mr A Mohamed Tel: (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. 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).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 February 2020

POST 04/308 : ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY : R376 596 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Competencies (knowledge/skills): Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IPS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

DUTIES : Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC. Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

ENQUIRIES : Mr M.N Martin Tel No: (021) 938-5607
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 : 14 February 2020

POST 04/309 : COMMUNITY LIAISON OFFICER

Garden Route District

SALARY : R316 791 per annum
CENTRE : Garden Route District Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3 year Diploma/Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel. Willingness to attend community meetings after working hours when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy (Ms Word, PowerPoint and Excel).

DUTIES : Liaise with all relevant stakeholders to ensure effective communication and collaboration between the communities and the health department to strengthen community participation in Health related issues. Overall coordination and monitoring of the on-going activities within the communities and community structures within the Garden Route District. Assist and support with the establishment and implementation of clinic committees/statuary structures. Facilitate community dialogues. Consolidate and prepare all relevant reports.

ENQUIRIES : Ms I Reynierse Tel No: (044) 803-2700/2749
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 : 14 February 2020
POST 04/310 : FOOD SERVICES SUPERVISOR
West Coast District

SALARY : R145 281 per annum

CENTRE : Lapa Munnik Hospital, Porterville

REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC) - Grade 9/ (Std. 7). Experience: Appropriate catering and food services experience in an industrial Food Service unit. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays. Competencies (knowledge / skills): Computer literacy (MS Word and Excel). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.

DUTIES : Supervision of operational requirements within food service unit. Responsible for ensuring quality control and risk management. Responsible for the human resources function in relation to the food service component. Assist with the finance aspects relating to the food services component. In house training of food services team in all aspects relating to daily tasks.

ENQUIRIES : Ms A van Breda Tel. No: (022) 487-9223

APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.

FOR ATTENTION : Ms C Julius

NOTE : No payment of any kind is required when applying for this post. It will be expected from shortlisted candidates to complete a practical test.

CLOSING DATE : 21 February 2020