

**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 14/76** : **HEAD CLINICAL UNIT GRADE 1 (ANAESTHESIA AND PERI- OPERATIVE MEDICINE)**

**SALARY** : R1 728 807 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: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional body: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: A minimum of 3 years' appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Transoesophageal echocardiography skill with an international certification would be advantageous, as would experience in advanced thoracic airway management techniques, paediatric cardiothoracic anaesthesia and the cardiology catheterisation laboratory. Experience in heart and lung transplantation, ECMO and TAVI's will also be beneficial. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Additional experience in cardio-thoracic anaesthesia is required.

**DUTIES** : (key result areas/outputs): Provide comprehensive clinical services. This would include taking on a leadership position in the Cardio-Thoracic Anaesthesia portfolio, which also includes taking a leadership role in the cardiac catheterisation laboratory and developing the Hybrid Laboratory Services at Groote Schuur Hospital. Taking a leading role in developing and growing a strong combined pre-operative consultation and assessment programme. Play an active role in expanding other services such as the Heart- and Lung-Transplant, and ECMO programmes. Collaborative engagement with Cardiology, Pulmonology, Cardiothoracic and Vascular Surgery, Perfusion Services, and Critical Care Services is essential. Provide academic leadership and development in the areas of under- and postgraduate teaching, training, and trainee assessment. Developing and driving cardiothoracic and vascular research as well as participating in registrar research supervision. Manage and provide leadership for the departmental human resource requirements, and contribute significantly to the administrative duties of the combined department including staff appointments, assessments and performance management. Build and maintain Departmental team spirit and development.

**ENQUIRIES** : Dr S Peters Tel. No: (021) 404-5195

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/77** : **MANAGER: DENTAL SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Oral Health Centres

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the HPCSA as a Dentist (independent practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Good interpersonal and problem solving skills. Knowledge of managing clinical dental services within an academic environment. Strong business orientation with proven skills and abilities in the clinical management of a dental service.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist with delivery of clinical services within scope of clinical knowledge and skills. Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Effective, efficient and sustainable Human Resource Management and planning. Ensure the seamless integration and service delivery activities on the clinical dentistry platform. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Provide strategic management and leadership
<b><u>ENQUIRIES</u></b>	:	Dr Gio Perez, Tel. No: (021) 815-8668
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	12 June 2020
<b><u>POST 14/78</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL): GRADE 1</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R1 173 900 per annum (A portion of the package can be structured according to the individuals personal needs)
<b><u>CENTRE</u></b>	:	Knysna Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel throughout the Sub-district/s. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to, training, coaching and mentoring of the clinical staff and auxiliary staff. Drive the CPD and M and M Programs as well as other Clinical related programmes. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Promote COPC and Dr adopt a Clinic on the PHC Platform. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment
<b><u>ENQUIRIES</u></b>	:	Dr A Brink, Tel No: (044) 302-8405
<b><u>APPLICATION</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>CLOSING DATE</u></b>	:	12 June 2020
<b><u>POST 14/79</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY: MEDICAL)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R1 106 040 per annum Grade 2: R1 264 623 per annum Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in General Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in General Surgery. <b>Grade 2:</b> A minimum of 5 years appropriate

experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime contract is compulsory. Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Render an efficient and cost-effective General Surgery service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the General Surgery Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Assist the Head of the department with Antibiotic stewardship, patient audits and Clinical Governance. Assist with the training of all clinical staff, including 6th year UCT medical students and elective students. Partake in Outreach and Support services to the district and sub-district (PHC).

**ENQUIRIES** : Dr AH Stark, Tel. No: (044) 802 4504, Dr ZM North, Tel. No: (044) 802 4535  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs\\_](http://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** : 12 June 2020

**POST 14/80** : **DIRECTOR: INFORMATION MANAGEMENT**  
 Directorate: Information Management

**SALARY** : R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An undergraduate qualification (NQF Level 7) as recognised by SAQA in Health Informatics and/or Information Technology. Plus Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: At least 5-years' experience at a middle/senior managerial level in Health Information and Information Technology Systems. Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Strong business orientation with broad experience in managing Information Management and Information Technology related activities. Skilled at identifying and evaluating new technological developments and determining their appropriateness for application and the re-engineering of business processes. Ability to implement internal systems and controls. Ability to prepare and align Information Management and Information Technology to Business priorities. Sound knowledge of current operational Health Information Systems. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Ability to analyse and interpret Health and other related data and information relevant to health services

**DUTIES** : (key result areas/outputs): Line Management: Leadership, oversight and accountability in respect of the provisioning of a departmental Information Technology service in support of departmental service delivery, which includes the following: Establishing and maintaining a well-functioning IT governance system within the national and provincial prescripts. Understanding and documenting the corporate and service needs by developing user and functional specifications for IT solutions. Oversight of in-house or outsourced development of IT solutions to address service and corporate needs.

Implementing and providing of continued technical support with regard to Service and Corporate IT projects. Ensure efficient and effective engagement with other sections within the Department including Services, Supply Chain Mx, Infrastructure as well as with external partners such as CEI and SITA to enable a responsive IT service to the Department. Provisioning of policy frameworks, norms and standards for records management. Oversee the management of Registry at head Office and Designated Medical Records Warehouses in the Department. Ensure compliance with PAIA. Strategic Management: Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuous basis against pre-determined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Support the Chief Director and collaborate with the other directorates within the Chief Directorate to strengthen the overall functioning of the team within the Chief Directorate: Strategy. People Management: Oversee the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote teamwork and sound employee relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Directorate's finance. Report to the Chief Director on all aspects of the Directorates finances. Assume overall responsibility for the management, maintenance and safekeeping of the Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

- ENQUIRIES** : Dr K N Vallabhjee, Tel. No: (021) 483-6933
- APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 a security clearance and possibly a competency assessment test. Appointment will be subjected to the signing of a performance agreement and an employment contract
- CLOSING DATE** : 12 June 2020
- POST 14/81** : **VICE PRINCIPAL OF NURSING COLLEGE: ACADEMIC GOVERNANCE**
- SALARY** : R949 482 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Western Cape College of Nursing
- REQUIREMENTS** : Minimum education qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic Diploma in Nursing Education registered with SANC. Master's Degree (NQF L 9). Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 11 years appropriate/recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post basic qualification. Inherent requirement of the job: Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Ability to communicate effectively

(verbal and written) in at least two of the three official languages in Western Cape Province. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable: Manage uncertainty; demonstrate resilience, resolve, and flexibility in face of change. Critical thinker and decision-maker: Analyse information and organize thinking to solve problems.

**DUTIES** : (key result areas/outputs): Strategic and Operational planning and Management of Western Cape College of Nursing (WCCN) in terms of delegations, relevant Acts and Annual Performance Plans. Coordinate curriculum and instructional content, coaches' teachers, assesses student performance, and coordinates professional development. Manage Quality Assurance systems of WCCN in accordance with CHE and SANC guidelines, relevant Acts and departmental policies. Develop and lead implementation of new nursing curriculum. Create a positive teaching and learning environment to ensure that students' learning experiences are exciting and rigorous. Coordinate and facilitate research initiatives. Collaborate with stakeholders (internal/external).Co-ordinate student's affairs within a multi campus setting. Corporate governance, including aspects of Human Resources Management and Financial Management.

**ENQUIRIES APPLICATION** : Dr T Mabuda, Tel. No: (021) 684-1203  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 12 June 2020

**POST 14/82** : **DEPUTY DIRECTOR: QUALITY ASSURANCE**  
Directorate: Health Impact Assessment

**SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
: Minimum educational qualification: Appropriate 3-year Health related National Diploma or Degree registrable with a South African Statutory Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Extensive experience in health science practice, quality assurance and health service management. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of quality assurance and the quality improvement cycle. Knowledge of National Department of health legislation and quality improvement programmes. Good communication and interpersonal skills. Ability to analyse and interpret data and write reports. Computer literacy: Microsoft Office Package.

**DUTIES** : (key result areas/outputs): Effective and efficient management of the Sub-directorate Quality Assurance. Development and management of a departmental quality assurance strategy. Coordinate the implementation of quality assurance initiatives and programmes. Monitor levels of compliance with regulated norms and standards and service risks. Provision of technical support to facilities, districts and head office components with regard to improving the patient experience, technical quality and quality improvement. Analysis and interpretation of quality assurance data and compile reports.

**ENQUIRIES APPLICATION** : Mr N Mavela, Tel No: (021) 483-3316  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. The selection process includes a technical competency test. This post does not form part of the OSD.

**CLOSING DATE** : 12 June 2020

**POST 14/83** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : R444 276 per annum (PN-A5)

**CENTRE REQUIREMENTS** : Metro TB Hospital (DP Marais Hospital)  
: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is applicable for posts of Clinical Programme Coordinator where inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Current 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. Competencies (knowledge/skills): Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, Project management skills and computer literacy. Appropriate knowledge in IPC/OHS. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement). Understanding of Occupational Health and Safety Act, regulations and policies. Understanding of OHS Act, regulations and related policies.

**DUTIES** : (key result areas/outputs): Effective management of occupational health and safety. Effective prevention, management and implementation of IPC practices. Initiate and participate in training, development and research within the nursing department. Participation in human resources management.

**ENQUIRIES** : Ms M Dankers, Tel. No: (021) 508-7420

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/84** : **CHIEF ARTISAN PRODUCTION GRADE A TO B (ELECTRICAL)**

**SALARY** : Grade A: R386 487 per annum  
Grade B: R469 017 per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate in the Electrical Engineering Environment. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid (Code B/EB) driver's licence. A wireman's licence 3 (Phase). MV Switching. Willingness to do standby duties. Competencies (knowledge/skills): Appropriate knowledge to supervise and manage the electrical divisions and be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of treasury regulations, HR policies, procedures and practices. Excellent communication, interpersonal, conflict management and Computer literacy skills. Proficiency in at least two of the three official languages of Western Cape Province.

**DUTIES** : (key result areas/outputs): Effectively supervise, train and development of staff in the Electrical department by ensuring that the different systems are operational and that the preventative maintenance program is followed. Efficiently manage the administrative tasks and ensure effective requisition management system within in the department. Perform switching of the Hospital MV (11 000v) and assist in the perplexing incident investigations and inform the institution's management of any hazards and/or recall and act on notifications. Liaise with all relevant personal to ensure that Groote Schuur Hospital is within regulations and with service providers and agents to negotiate quotations and maintenance projects. Ensure that an up to date record on equipment information system regarding the maintenance costs, frequency of maintenance and service history is maintained and evaluate, investigate, monitor and advise on suitability of equipment. Draw up tender specifications against the needs of the institution as guided by the Supply Chain Management Act and treasury regulations.

**ENQUIRIES** : Mr D Smith/Mr G Slater, Tel. No: (021) 404-620/3300

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/85** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R383 226 (PN-B1) per annum  
Grade 2: R477 333 (PN-B2) per annum

**CENTRE** : Victoria 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. Post basic nursing qualification with the duration of at least 1 year accredited with SANC in Medical and Surgical Science: Operating Theatre Nursing.

Registration with a professional council: Registration with the SANC as Professional Nurse and proof of annual registration with the SANC (2020). 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 an Operating Theatre Unit after obtaining the 1 year post-basic qualification referred to above. Inherent requirement of the job: Willingness to work shifts and week-ends. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards realisation of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing, as well as day patient care.

**DUTIES** : (key result areas/outputs): Deliver a support service to the Nursing Service and the institution. Effective utilisation of Human and Material Resources. Order medication and stock control. Participate in training, development and research. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Supervise and assist Staff Nurses and Nursing Assistants

**ENQUIRIES** : Mr P Jeftha, Tel. No: (021) 799-1125

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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** : 12 June 2020

**POST 14/86** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CHILD HEALTH) RURAL HEALTH SERVICES**

**SALARY** : Grade 1: R383 226 (PN-B1) per annum

Grade 2: R471 333 (PN-B2) per annum

**CENTRE** : George Regional Hospital

**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. A post-basic nursing qualification with a duration of at least 1 year in Child Health Nursing Science. 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 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 Child Health Nursing after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.

**DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in a Paediatric service. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures.

Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES APPLICATION** : Ms J Ehlers, tel. no. (044) 802-4356/7  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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** : 12 June 2020

**POST 14/87** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**  
Garden Route District

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

**CENTRE REQUIREMENTS** : George Sub-district  
: 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 with midwifery. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. 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 in Psychiatry after obtaining the 1 year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: A valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Good psychosocial-and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Knowledge in the use of clinical equipment and control of budget levels.

**DUTIES** : (key result areas/outputs): Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the George Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

**ENQUIRIES APPLICATION** : Ms M Marthinus, Tel No: (044) 814 1100  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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** : 12 June 2020
- POST 14/88** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: OPHTHALMOLOGY)**  
Garden Route District
- SALARY** : Grade 1: R383 226 per annum (PN-B1)  
Grade 2: R471 333 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Knysna/Bitou Sub-district  
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 qualification with duration of at least 1 year in Ophthalmic Nursing. 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. Registration with the South African Nursing Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Responsible for operational management of Sub-district Ophthalmic Health Services,(i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.
- ENQUIRIES APPLICATION** : Ms L Ziervogel, Tel No: (044) 302-8400  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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 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** : 12 June 2020
- POST 14/89** : **PROGRAMME CO-ORDINATOR (CLINICAL TRAINING) (2 POSTS)**  
Head Office, Cape Town, Based at Plumstead
- SALARY** : R376 596 annum
- CENTRE** : Directorate: People Development (Clinical Training)
- REQUIREMENTS** : Minimum requirements: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience at management level. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) drivers licence. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : (key result areas/outputs): Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals. Develop appropriate clinical training courses to meet identified skills gap. Facilitate the implementation of clinical training courses. Monitor, evaluate and report on training interventions. Effective stakeholder engagement. Effective and efficient use of resources.

**ENQUIRIES** : Ms E Joubert, Tel. No: (021) 763-5320

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/90** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**

**SALARY** : R316 791 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum educational qualification: Appropriate National Diploma/Degree. Experience: Appropriate supervisory and management experience in a Supply Chain Management environment. Appropriate supervisory experience in the procurement of goods and services, Bids and Contract management. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of and practical experience in Logis and or Syspro and the Integrated Procurement Solutions (IPS). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy in MS Word, MS Excel, Outlook. Good organisational skills. Excellent managerial and leadership skills. Extensive knowledge and experience of the Bids and contract management process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and 16B.

**DUTIES** : (key result areas/outputs): Effective and efficient management of the Procurement in a Logis and Integrated Procurement Solutions (IPS) environment. Perform the duties as an Approver on IPS. Manage an effective and efficient Demand and acquisition process. Management of Non supplier performance. Manage an effective and efficient Bid/quotation process and provide support to the QC and CBAC. Ensure efficient and effective Contract management and procurement component. Accurate and timeous reporting of information to Head Office and other stakeholders. Assist with the compilation of the Annual and Interim Financial statements. Develop, implement and adhere to internal control measures to ensure compliance. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Developing and training staff in Supply Chain Management. Effectively organise and perform of administrative tasks expected of a supervisor/manager. Performance and development of own staff. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS.

**ENQUIRIES** : Mr S Ntsonkotha, Tel. No: (021) 658-5892

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/91** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**  
Chief Directorate: Metro Health Services

**SALARY** : R316 791 per annum

**CENTRE** : Office of the Director: Metro Health Services

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Labour Relations/ Human Resource Management/ Law. Experience: Appropriate experience in Labour Relations (LR). Inherent requirement of the job: A valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of Public Service Act, Public Service Regulations, prescript, Labour Relations, Human Resource Management and Conflict Management. Knowledge of appropriate labour legislation and of the relevant disciplinary and grievance procedures. Communication (verbal and written) skills in at least two of the three official languages of the Western Cape. Proven computer literacy in MS Office.

**DUTIES** : (key result areas/outputs): Handle misconduct matters and grievances matters. Implement measures in order to prevent labour unrest. Render advice on misconduct and grievance matters. Render a support service and represent the employer in dispute matters. Conduct investigations (misconduct, queries and disputes). Draft submissions for mandates and represent the employer in disciplinary hearings and arbitrations.

**ENQUIRIES** : Ms R Mohamed, Tel .No: (021) 815-8693  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/92** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**  
Chief Directorate: Metro Health Services

**SALARY** : R316 791 per annum  
**CENTRE** : Regional Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in procurement processes and systems, asset management, contract management, Warehouse and Inventory management and financial accounting. Appropriate experience of the LOGIS system. Proven experience in Supply Chain Management in a Health Department. Supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when required. Competencies (knowledge/skills): Ability to draft specifications for bid documents. Ability to function independently. Ability to write documents according to prescripts and standards. Computer literacy (Logis, MS Word, Excel, PowerPoint). Excellent managerial and leadership skills. Good organisational skills. Knowledge of Contract Management and administration. Knowledge of the bidding process, application of delegations and compilation of bidding documents. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, IPS (integrated procurement solution). Sound understanding of Accounting Principles.

**DUTIES** : (key result areas/outputs): Act as component Head if and when required. Assist and guide institutions with the compilation of a Demand Management Plan as well as effective contract management and administration. Assist Institutions within the Chief Directorate with Supply Chain Management processes and related queries, provide guidance and identify shortcomings within institutions and provide the necessary support. Ensure accurate and timeous reporting as per requirements, and assist with the compilation and verification of the Annual Financial Statements. Ensure that all items within Bellville Health Park are sourced and procured in terms of Supply Chain Management Framework, Provincial Treasury instructions and Practice Notes. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS. Management of the SCM Component, Support staff, performance and development of Staff at the Metro Health Services Office. The ability to take a leading role in guiding institutions when drafting specifications for bids as well as evaluating the bidding documents and proposals tabled to the Chief Directorate Quotation Committee.

**ENQUIRIES** : Ms T Hendricks, Tel No: (021)-8158718 / 0732470881  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post  
**CLOSING DATE** : 12 June 2020

**POST 14/93** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)**  
Chief Directorate: Rural Health Services

**SALARY** : R316 791 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Revenue and/or Patient Administration environment. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel and work after-hours when required. Appropriate proven Supervisory experience. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, Outlook) and practical workable knowledge of AR (Accounts Receivable), BAS (Basic

Accounting System) and Hospital information systems. Good organisational and administrative skills and the ability to function in a team and under pressure. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule.

**DUTIES** : (key result areas/outputs): Conduct and attend meetings and forums with stakeholders. Drive quality service in the Patient Administrative and Revenue Department. Minimise financial risk and effectively manage revenue debt and budget control and complete and submit monthly reports and provide strategic inputs. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control. Manage overall performance of Patient Administration Services and Fees Department. Responsible to interpret, communicate, implement finance instructions, revenue notices, standard operating procedures and Public Finance Management Act.

**ENQUIRIES** : Ms GE Barnardt, Tel. No: (023) 348-6458  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/94** : **COMMUNICATION OFFICER**  
 Chief Directorate: Metro Health Services

**SALARY** : R316 791 per annum  
**CENTRE** : Northern Tygerberg Sub-structure, Stationed at Bellville Health Park  
**REQUIREMENTS** : Appropriate three-year qualification (Degree/National Diploma) in Journalism, Communication, or Public Relations. Experience: Appropriate experience in Communication or Public Relations. Inherent requirements of the job: A valid Code (B/EB) driver's licence. The ability to work independently. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Good time management skills. Well-developed writing and editing skills in English and Afrikaans or Xhosa. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and desktop programmes, i.e. MS Publisher, Adobe InDesign, etc). Operational management capability. Analytical and problem-solving abilities.

**DUTIES** : (key result areas/outputs): Draft and implementation of communication plans, programmes and campaigns. Reputation Management (handle media queries, write media releases, media monitoring, identification of risks). Internal Communication and brand management. Project and Event Management. Response handling, updating of website, and developing social.

**ENQUIRIES** : Ms M Lesch, Tel No: (021) 483 3245  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/95** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**  
 Chief Directorate: Metro Health Services

**SALARY** : R316 791 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations (LR). Competencies (knowledge/skills): Ability to analyse data in order to compile management reports, detailing relevant trend analysis. Computer literacy in Ms Office and Internet. Conflict Management Skill. Excellent report writing and presentation skills. Knowledge and implementation of Labour Relations and people development and training standards and prescripts. The ability to communicate in at least two of the three official languages of the Western Cape. The ability to work under pressure and meet deadlines and to work as part of a team and independently as required. Understanding of relevant legislation pertaining to Labour Relations.

**DUTIES** : (key result areas/outputs): Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Work Place Skills Plan. Consult and advise management and Line management on all labour relations and people development policies, procedures and interventions. Interpret LR and HRD and Training policies and

prescripts and manage/monitor the implementation thereof. Manage the coordination induction training and the coordination of all Interns. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD and Training Committee. Represent the hospital at all Labour Relations, HRD and Training forums, and other appropriate platforms and provide feedback/advice accordingly.

**ENQUIRIES** : Ms G Engelbrecht, Tel. No: (021) 503-5017  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/96** : **PRINCIPAL PERSONNEL OFFICER**  
Head Office, Cape Town

**SALARY** : R257 508 per annum  
**CENTRE** : Directorate: People Practices and Administration  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a HR environment. Competencies (knowledge/skills): Sound knowledge of Persal. Computer Literacy (MS Word, Excel, Powerpoint, Outlook). Good written and verbal communication skills. Ability to think and plan pro-actively. Very good organisational and time management skills. Sound knowledge of applicable Human Resource policies, legislative guidelines, standards, procedures and applicable practices.

**DUTIES** : (key result areas/outputs): The successful candidate will be responsible for the following: Supervise HR clerks to ensure effective functioning of the section. All aspects of Personnel and Salary Administration such as appointments, probation, transfers, OSD matters, allowances, RWOEE applications and declarations and assisting staff with completing of E-Disclosure. Assist with grievances/auditing of HR files, approve transactions on PERSAL, writing of submissions on HR matters and ensure that the HR matters are addressed according to HR instructions. Monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). Administer discipline and oversee development and training of staff.

**ENQUIRIES** : Ms C Campher, Tel. No: (021) 483-4835  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/97** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHICS)**

**SALARY** : R257 508 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in respect of printing and photocopy processes. Appropriate supervisory experience. Competencies (knowledge/skills): Advanced computer literacy (Ms Word, MS Excel and PowerPoint). Basic knowledge and experience in support services environment.

**DUTIES** : (key result areas/outputs): Develop and compile specific correspondence in terms of memorandums, reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Ensuring effective Human Resource Management: - disciplinary procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management and supervisors

**ENQUIRIES** : Ms CB Johnson, Tel No: (021) 9385327  
**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/98** : **ADMINISTRATION CLERK: ADMISSIONS (RECEPTION)**

**SALARY** : R173 703 per annum  
**CENTRE** : Orthotic and Prosthetic Centre, Pinelands

**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate Clinicom, Patient Administration, Medical Records and Cashier experience in an Out-patient Clinic Services. Inherent requirement of the job: Willingness to relieve colleagues within Medical Records/Registry. Competencies (knowledge/skills): Ability to accept accountability, responsibility and work independently. Computer literacy (MS Word, Excel). Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Good numerical skills. Knowledge of UPFS Manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act). Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Assess patients and Registering of new patients in accordance with complete relevant Clinicom System transactions, Hospital Memorandum 18 and UPFS manual. Effective co-operation and support to Supervisor, Colleagues and members of the Management team and Filing, Drawing of folders and any ad-hoc admin duties. Handle telephonic and personal enquiries with regard to patients. Render an effective and efficient Patient Administration service at the Reception Point according to DOH policy and ensure accurate assessment of patients according to the means test and billing of patient accounts. Render support to ensure an effective service with regard to patients and clients, admissions, registration, assessment, opening of folders and raising of invoices. Responsible for sound cash management, that of state custody and record keeping of state monies.

**ENQUIRIES** : Ms C Links, Tel.No: (021) 531 5300

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/99** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R173 703 per annum

**CENTRE** : Office of the Chief Director: Metro Health Services

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management within salary and service benefit administration. Appropriate PERSAL experience (certificate/s must be attached). Inherent requirement of the job: A valid (Code B/EB) drivers licence. Certificate of completion of Persal introduction course. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Ability to work under pressure and to meet deadlines. Computer literacy. Good written and communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Assisting staff, supervisor, management and members of the public with regard to Human Resource and Personnel matters. Auditing of personnel and leave records. Handling all personnel enquiries and correspondence (written and verbal). Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, Pillir, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Will be required to work in the HR administration and Compliance Management section with various HR related tasks.

**ENQUIRIES** : Ms L Du Plessis, Tel No: (021) 815-8752

**APPLICATION** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 12 June 2020

**POST 14/100** : **TELKOM OPERATOR**  
Chief Directorate: Metro Health Services

**SALARY** : R 145 281 per annum

**CENTRE** : Victoria Hospital

**REQUIREMENTS** : Minimum educational qualification: General education and training certificate (GETC)/Grade 9 (Std7). Experience: Appropriate experience. Inherent requirement of the job: Shift work including weekends and public holidays. Competencies (knowledge/skills): Sound communication skills in at least two of the three official languages of the Western Cape. Computer literacy. Sound knowledge of a switchboard in a hospital environment. Ability to work effectively in a team. Ability to work under pressure. Ability to work independently. The

ability to maintain sound interpersonal relations. Sound communication skills. Knowledge of VOIP system.

**DUTIES** : (key result areas/outputs): Operate PABX Telephone System. Operate VOIP system. Report telephone faults. Maintain internal telephone directory. Operate Public Address System.

**ENQUIRIES APPLICATION** : Ms J Van Der Riel, Tel. No: (021) 799-1270

**NOTE** : Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
12 June 2020

**POST 14/101** : **OPERATOR: (REPROGRAPHICS)**

**SALARY** : R122 595 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in respect of printing and photocopying processes. Competencies (knowledge/skills): Ability to prioritise work 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): Ability to prioritise work, handle confidential documents, take and issue photos/ID tags as well as ad-hoc duties. Compile reports, letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Operate and control equipment as well as liaise with outside companies for required repairs/upgrading of equipment. Provide efficient assistance and support to clients, personnel, management and supervisors.

**ENQUIRIES APPLICATION** : Ms CB Johnson, Tel. No: (021) 938-5327

**NOTE** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
12 June 2020

**POST 14/102** : **SECURITY OFFICER**  
Chief Directorate: Metro Health Services

**SALARY** : R122 595 per annum

**CENTRE** : Lentegeur Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Perform delegated duties in all units on a rotation basis. Competencies (knowledge/skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. Good Communication in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Access/Egress control also Escort patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/patient related activities.

**ENQUIRIES APPLICATION** : Ms JJ King/B McKay, Tel No: (021) 370-123 / 1248

**CLOSING DATE** : The Chief Executive Officer: Lentegeur Psychiatric Hospital Ward 2, c/o Highlands and AZ Berman Drive, Mitchel Plain, 7785.  
12 June 2020

**POST 14/103** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills (ABET Level 1). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms J Walters, Tel. No: (021) 940-4575

**APPLICATION** : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7530

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

**CLOSING DATE** : 12 June 2020

**POST 14/104** : **FOOD SERVICES AID**  
Overberg District

**SALARY** : R102 534 per annum

**CENTRE** : Hermanus Hospital

**REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Ability to do work of physical natures (Lifting Heavy Objects). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit on a large scale. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

**DUTIES** : (key result areas/outputs): Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures.

**ENQUIRIES** : Mr NK Adams, Tel. No: (028) 313 5204

**APPLICATION** : The Director: Overberg District Office, Private Bag X025, Caledon, 7230

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

**CLOSING DATE** : 12 June 2020

**POST 14/105** : **TRADESMAN AID**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Valkenberg Hospital

**REQUIREMENTS** : Minimum requirement: Basic Literacy and numeracy. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience of workshop tools. Inherent requirements of the job: Willingness to travel. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Ability to speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.

**DUTIES** : (key result areas/outputs): Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.

**ENQUIRIES** : Mr K Poggenpoel, Tel. No: (021) 440-3192

**APPLICATION** : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.



**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/106** : **TRADESMAN AID**  
Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Brewelskloof Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Valid Professional Driving Permit (PDP). Physically able to lift heavy equipment and goods. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills.

**DUTIES** : (key result areas/outputs): Assist with all applicable duties within the technical workshop. Assist with messenger services in ensuring safe handling and transporting of specimens, medication, handling and delivering of all documents. Cleaning of specific equipment including management of Medical Gas. Daily assistance to Mobile Clinic staff with cleaning of mobiles and loading/unloading of folders, consumables and medication. Perform relief driver duties when necessary with Mobile Clinics, transport of patients and staff, as well as transport of goods between hospital and clinics.

**ENQUIRIES** : Mr GFW Scanlen, Tel. No: (023) 348-1347 or 348 1320  
**APPLICATION** : The Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020

**POST 14/107** : **CLEANER**

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum requirements: Ability to read and write. Inherent requirements of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.

**ENQUIRIES** : Mr E Cassiem, Tel. No: (021) 404-3237  
**APPLICATION** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 June 2020