

**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 16/110 : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PSYCHIATRY)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist in Psychiatry. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Sub-Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Must have strong record of clinical expertise and clinical governance, and extensive experience in teaching training and supervision at both under- and post- graduate levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to lead a multi-disciplinary team. Demonstrated experience of engagement at all levels of care. Extensive appropriate management experience of clinical services as well as supervisory experience. Extensive experience in conducting and supervising research. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Head the Clinical Adult Psychiatric services of Tygerberg Hospital and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, and treatment programmes. Provide an effective psychiatric consultation service and outreach to the sub-districts that form part of the Tygerberg catchment area service platform. Responsible to the Executive Head of Department of Psychiatry of the University of Stellenbosch (SU) for academic activities at Tygerberg Hospital including training and supervision of students and post graduates affiliated to the university. Accountable to the CEO of Tygerberg Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform appropriate clinical operational review and conduct and supervise research activities.

ENQUIRIES : Dr G Marinus Tel No: (021) 938-6267

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

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

CLOSING DATE : 10 July 2020

POST 16/111 : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PAEDIATRIC CRITICAL CARE)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Red Cross Memorial Childrens Hospital, Rondebosch
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as Medical Sub-specialist in

Paediatric Critical Care. Experience: A minimum of 3 years appropriate experience after registration as Medical Sub-Specialist in Paediatric Critical Care. Inherent requirement of the job: The successful incumbent will be required to work overtime. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels in Paediatric Critical Care. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Post specialisation experience in Paediatric Intensive Care including cardiac patients, transplant donors and recipients, neurointensive care.

- DUTIES** : In charge of Paediatric Critical Care services, including the adjacent Neonatal High Care Unit, at Red Cross War Memorial Childrens Hospital reporting to the Head of the Department of Paediatrics of the University of Cape Town. Liaise with paediatric specialities to provide comprehensive critical care services. Responsible for the teaching and training program of under and postgraduate students in paediatric Critical Care. Responsible for all management activities, including the Functional Business Unit, in order to maintain the quality of outputs while ensuring optimum utilisation of fiscal and human resources. Supervision and leadership of the Paediatric Critical Care Unit to provide excellent clinical service delivery, a strong teaching and training program and relevant research. Initiate, undertake and supervise relevant research in paediatric Critical Care including the supervision of MMED mini-dissertations.
- ENQUIRIES** : Prof AC Argent Tel No: (021) 6585369 or Dr M Mukosi Tel No: (021) 658-5091
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020

POST 16/112 : **MANAGER: MEDICAL SERVICES: GRADE 1**
Garden Route Health District

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

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Knowledge of managing clinical services.

DUTIES : Strategic and operational management of all health service platforms in the Mossel Bay Sub-district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Mossel Bay Sub District to ensure support of the patient centred experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Mossel Bay Sub District. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES : Mr VZ Brickles Tel No: (044) 803 2700/08

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

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

CLOSING DATE : 10 July 2020

<u>POST 16/113</u>	:	<u>PHARMACY SUPERVISOR: GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Lotus River Community Day Centre, Southern/Western Sub-Structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Council (SAPC) as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Responsible Pharmacist. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to supervise, tutor and train staff. Good communication, interpersonal skills and computer literacy.
<u>DUTIES</u>	:	Ensure quality provision of pharmaceutical care by implementing and monitoring work procedure, policies and guidelines in keeping with Batho Pele, SAPC and the National Drug Policy and national and provincial ARV treatment guidelines. Manage and ensure effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) for all pharmaceuticals for the facility and linked services in the community based platform. Implement and monitor security measures to ensure safekeeping of all pharmaceutical within the pharmacy and CHC. Manage, compile and monitor pharmacy budget and expenditure. Provide professional advisory services to other health workers and manage the pharmacy staff including training and development. Represent the pharmacy department at management level (meetings, strategic planning) and allocate pharmacy resources for research when required.
<u>ENQUIRIES</u>	:	Ms G Jones Tel No: (021) 703-3131
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/114</u>	:	<u>PHARMACIST SUPERVISOR: GRADE 1 (X2 POSTS)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Goodwood Community Day Centre (X1 post) Bishop Lavis Community Day Centre (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the professional council: Registration with the South African Council (SAPC) as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) drivers license. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.
<u>DUTIES</u>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of

patient care as a member of the multi-disciplinary team within the primary healthcare setting.

ENQUIRIES : Mr C E Malan, Tel No: (021) 815-8876

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

NOTE : No payment of any kind is required when applying for this post. Candidates to clearly indicate which facility they apply for. Candidates may be subject to a competency test as part of the selection process.

CLOSING DATE : 10 July 2020

POST 16/115 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE) (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R614 991 per annum (PN-B4)

CENTRE : Lotus River CDC with Geographic coverage (X1 Post)
Vanguard CHC (X1 Post)
District Six CDC with Geographical coverage (X1 Post)

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. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers license. Attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs as co-ordination of Nursing Students. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

ENQUIRIES : Lotus River CDC with Geographic coverage: Ms LM Appolis Tel No: (021) 202-0933
Vanguard CHC: Ms LM Appolis, Tel No: (021) 202-0933
District Six CDC with Geographical coverage: Ms LM Appolis Tel No: (021) 202-0933

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

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

CLOSING DATE : 10 July 2020

POST 16/116 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
Chief Directorate: Rural Health Services

SALARY : R562 800 per annum (PN-B1) (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE : Nelspoort Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience. Inherent requirements of the job: Valid (Code B/EB) drivers license. Work

overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.
- ENQUIRIES** : Dr A J Muller Tel No: (023) 414-8202
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020

POST 16/117 : **ASSISTANT MANAGER NURSING (HEAD OF NURSING SERVICES)**
Chief Directorate: Rural Health Services

- SALARY** : R562 800 per annum (PN-B1)
- CENTRE** : Laingsburg Hospital
- REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Work overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

- DUTIES** : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.
- ENQUIRIES** : Dr A J Muller Tel No: (023) 414-8202
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 10 July 2020

- POST 16/118** : **CHIEF OCCUPATIONAL THERAPIST: GRADE 1**
Chief Directorate: Metro Health Services
- SALARY** : R466 119 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: A minimum of 3 years appropriate experience as an Occupational Therapist after registration with the HPCSA. Inherent requirement of the job: Valid Code B (EB) driver's license. Competencies (knowledge/skills): Appropriate Mental Health Experience. Fluency in at least two of the three official languages of the Western Cape. Good organising and planning abilities. Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Understanding of evidence based-practice and knowledge of PSR model in a Mental Health Environment.
- DUTIES** : Administration related to clinical service delivery. Ensure Good Corporate Governance. Ensure progress and development of the OT services rendered to the Psychogeriatric and Work Assessment Units. Provide evidence based Clinical Service in the Vocational Rehabilitation Unit. Support to the HOD.
- ENQUIRIES** : Ms Y Louw Tel No: (021) 940 4590
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020
- POST 16/119** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: WARDS)**
Garden Route Health District
- SALARY** : R444 276 per annum (PN-A5) (Plus, a non-pensionable rural allowance of 8% basic annual salary)
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. 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: Willingness to work shifts, weekends and public holidays, as required. Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills, MS Office.
- DUTIES** : Effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities are evident in the practice.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020
- POST 16/120** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District
- SALARY** : R316 791 per annum

<u>CENTRE REQUIREMENTS</u>	:	Vredenburg Hospital
	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resources Management. Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint). Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource
<u>DUTIES</u>	:	Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Co-ordinate Labour relations and People Development (HRD) functions. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Manage and supervise the general staff office including the development of HR Officials. Monitor compliance to HR policies. Render a support and advisory service with regard to Personnel Administration and Human Resource Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RS Liedeman Tel No: (022) 487-9278
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications)
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	10 July 2020
<u>POST 16/121</u>	:	<u>COMMUNITY LIASON OFFICER</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum
	:	Garden Route District Office, George
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal communication 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).
<u>DUTIES</u>	:	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.
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications)
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	10 July 2020
<u>POST 16/122</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE</u>	:	R316 791 per annum
	:	Southern/Western Sub-structure Office

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Health Information Management and Monitoring and Evaluation of health programmes. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of Information management processes and procedures, including data collation, processing, analysis, presentations, and reporting. Knowledge of Information systems used in health. Knowledge and understanding of HAST programme and data tools. Advanced computer literacy in: MS Office (Word, Excel, PowerPoint and Outlook). Ability to facilitate and promote training.
<u>DUTIES</u>	:	Facilitate compliance to Information management procedures and policies in the Southern and Western substructure. Enable effective data transformation and information system maintenance. Data Analysis, Presentation, Communication and Feedback. Administrative functions and line management. Capacity development in information management. Willingness to work extended hours and weekends when needed. Willingness to travel in the Southern/Western Geographic area to support health facilities.
<u>ENQUIRIES</u>	:	Ms I Zimri Tel No: (021) 202-0932
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/123</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Helderberg Hospital, Somerset West
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Patient Administration, Revenue, and Medical Records. Appropriate Supervisor Experience. Inherent requirement of the job: Valid Code B/EB drivers license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Ability to plan, organise and prioritise responsibilities. Computer literacy. Knowledge of UPFS and Hospital Memorandum Chapter 18. Practical knowledge of Clinicom and Accounts Receivable Systems (AR).
<u>DUTIES</u>	:	Supervise Patient Administration, Medical Records and Revenue Departments. Ensure an effective Patient Service delivery to staff and patients. Ensure an effective Medical Records Service to staff and patients. Responsible for People Management functions within the sections. Ensure sound labour practices are executed and implemented. Act as Manager of the Patient Administration Component if and when required. Support to Supervisor and Staff.
<u>ENQUIRIES</u>	:	Ms SD Leo Tel No: (021) 850-4704
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/124</u>	:	<u>SENIOR STATE ACCOUNTANT</u> Directorate: Management Accounting
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Inherent requirement of the job: Valid Code (EB/B) drivers license. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of

		Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations. Ability to analyse information and work with figures.
<u>DUTIES</u>	:	(key result areas/outputs): Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g. Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (eg BAS). Extensive experience in extracting information/reports from systems (e.g. BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.
<u>ENQUIRIES</u>	:	Mr E Pennings Tel No: (021) 815 8604
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/125</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Overberg District
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Overberg District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent requirement of the job: Valid (Code B/EB) drivers license. Experience: Appropriate experience in Supply Chain, Contract and Asset Management. Appropriate experience in Compliance Management and Reporting. Appropriate proven supervisory experience. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
<u>DUTIES</u>	:	Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for the monitoring and evaluation of Contract Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements.
<u>ENQUIRIES</u>	:	Ms J Honeyball Tel No: (028) 214-5855
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	10 July 2020
<u>POST 16/126</u>	:	<u>PROFESSIONAL NURSE GRADE 2 TO 3 (GENERAL: HIV/AIDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 2: R315 963 per annum (PN-B1) Grade 3: R383 226 per annum (PN-B2)
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Proof of registration with the SANC as Professional Nurse for 2020/2021. Experience: Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum

of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Additional courses in HIV care will be an advantage. Basic computer literacy skills. Good communication skills in at least two of the three official languages of the Western Cape. Knowledge in HIV/ARV and/or TB Care.

DUTIES : Assist in the management of an ambulatory clinic for HIV infected patients with focus on ARV care and TB. Coordinate the HIV Counselling and Testing (HCT) campaign. Effectively maintain professional growth and participate in training of staff, patients and families. Effectively manage and utilise physical, financial and human resources. Record-keeping and administrative activities, including completing ARV register (in the absence of the Clerk). TB screening and management of prophylaxis treatment.

ENQUIRIES : Mr M Photo Tel No: (021) 826-5801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/127 : **ARTISAN PRODUCTION: GRADE A TO C**
(GENERAL/ELECTRICAL/PLUMBING)
 Chief Directorate: Metro Health Services

SALARY : Grade A: R190 653 per annum
 Grade B: R 224 574 per annum
 Grade C: R 262 176 per annum

CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversant with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : (key result areas/outputs): Ensure an effective plumbing service to the institution. Responsible for new installations. Repairs and standby duties. Render assistance to supervisor and colleagues.

ENQUIRIES : Mr N Neethling Tel No: (021) 377-4307
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/128 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**

SALARY : R173 703 per annum
CENTRE : Western Cape College of Nursing

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Asset Management, including acquisitions and disposals. Competencies (knowledge/skills): Working knowledge of and the ability to interpret and apply the Public Finance Management Act (PFMA), Treasury Regulations and Instructions, and Departmental Accounting Officer's System and SCM delegations, policies, procedures and prescripts. Working knowledge of computerised Financial systems (BAS/LOGIS), the Integrated Procurement Solution (IPS), WCSEB and CSD related to procurement. Computer literate in MS Office, especially Excel, Word and PowerPoint. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions.

DUTIES : (key result areas/outputs): Procurement of assets and maintenance of the asset register regarding assets purchased, donated, transfers and disposals.

Receipting, barcoding, controlling and tracking of assets. Perform annual asset count and verification and regular spot checks on assets. Assist and partake in the condemning/disposal process of obsolete and unserviceable assets. Perform and report on monthly asset recons (additions/donations/disposals/movements). Assist with inputs to the Interim and Annual Financial Statements related to assets.

ENQUIRIES : Mr N Rhode Tel No: (021) 684-139
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/129 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R173 703 per annum
CENTRE : Western Cape College of Nursing
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/ competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (SCM), LOGIS and the Integrated Procurement Solution (IPS). Competencies (knowledge/skills): Working knowledge of and the ability to interpret and apply the Public Finance Management Act (PFMA), Treasury Regulations and Instructions, and Departmental Accounting Officer's System and SCM delegations, policies, procedures and prescripts. Working knowledge of computerised Financial systems (BAS/LOGIS), the Integrated Procurement Solution (IPS), WCSEB and CSD related to procurement. Computer literate in MS Office, especially Excel, Word and PowerPoint. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions.

DUTIES : (key result areas/outputs): Procurement of buy-out goods and services including preparation of procurement templates. Capture request for quotations, authorisation of PAs, placing of orders and receipting of goods and services. Ensure accurate inventory control of kitchen perishables and the payment of invoices in line with the prescripts. Report on Procurement planning progress, outstanding orders and on unauthorised Pas. Execute compliance controls related to Supply Chain Management and procurement. Assist with inputs to the Interim and Annual Financial Statements.

ENQUIRIES : Mr N Rhode Tel No: (021) 684-1397
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/130 : **HEALTH PROMOTER**
 Chief Directorate: Metro Health Services

SALARY : R145 281 per annum
CENTRE : Scottsdene Community Day Centre
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirement of the job: 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. Computer literacy.

DUTIES : (key result areas/outputs): Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

ENQUIRIES : Mr K Mabuda Tel No: (021) 444-8126
APPLICATIONS : The People Management Manager: Metro Health Services:
Northern/Tygerberg Sub-structure: Bellville, Private Bag X 99, Bellville 7535.
FOR ATTENTION : Ms P Louw
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/131 : **PNEUMATIC TUBE OPERATOR**

SALARY : R122 595 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: General education and training Certificate (GETC)/Grade 9 (Std 7). Inherent requirement of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.

ENQUIRIES : Mr L Terblanche Tel No: (021) 404-5037
APPLICATIONS : 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. Shortlisted candidates may be required to do a competency test as part of the interview process.

CLOSING DATE : 10 July 2020

POST 16/132 : **PORTER**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES : Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Respond to requests from wards and departments. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

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

FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 July 2020

POST 16/133 : **MESSENGER**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Good communication skills in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Basic computer literacy skills.

DUTIES : Collecting and delivery of folders, x-rays, case notes and any other documentation Assist Ward Clerks with regards to locating patient folders

throughout the entire Hospital. Deliver and collect blood specimens, blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

ENQUIRIES : Mr L Terblanche Tel No: (021) 404-5037
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/134 : **HOUSEHOLD AID**
Chief Directorate: Rural Health Services

SALARY : R102 534 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience. Inherent requirements of the job: Incumbent must be prepared to work shifts (night and day) and overtime which include weekends and public holidays. The incumbent must have the ability to do hard physical work (lift and move heavy objects), handle industrial cleaning machines and be on their feet the entire day. Competencies (knowledge/skills): Ability to perform routine household functions. Ability to operate machines and equipment in a cost-effective way. Ability to accept accountability and responsibility. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in hospital. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus, equipment and stock. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr D Snell Tel No: (027) 213-2039
APPLICATIONS : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/135 : **CLEANER**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum requirement: 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 : 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
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 July 2020

POST 16/136 : **CLEANER**
Overberg District

SALARY : R102 534 per annum
CENTRE : Caledon Clinic, Theewaterskloof Sub-district

- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner/general worker. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. The ability to function independently and/or as part of a team. The ability to work under pressure.
- DUTIES** : General cleaning which include dusting, sweeping vacuuming, polishing, cleaning of windows and toilets scrubbing and mopping, removal of rubbish bags and cleaning of mobile clinics according to the day/weekly program of the Operational Manager in charge. Relief work at other clinics when necessary. Render an effective, efficient and safe hygiene service in and around the clinic. Adhering to Infection Prevention Control Principles. Effective management of equipment and stock control.
- ENQUIRIES** : Ms E Fourie Tel No: (028) 212-1572
- APPLICATIONS** : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
- FOR ATTENTION** : Ms A Kriel
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 July 2020