PROVINCIAL GOVERNMENT: 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 18/140 : PRIMARY HEALTH CARE MANAGER
Cape Winelands Health District

SALARY : R869 007 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Breede Valley Primary Health Care

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows Registration with the Health Professional Council (HPCSA) and/or Nursing Council of South Africa and/or Pharmacy Council. Experience: Appropriate/recognizable experience in District Health Systems. Appropriate experience in District Health Services / Management. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal)

DUTIES : (key result areas/outputs): Overall management of the PHC component of the Sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with Community Based Services in the Sub-district. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.

ENQUIRIES : Dr D Theron, Tel No. (023) 348-1301
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 7 August 2020
NOTE : No payment of any kind is required when applying for this post. A practical test and Competency assessment will form part of the selection process

POST 18/141 : ASSISTANT MANAGER NURSING (HONS)
West Coast District

SALARY : R562 800 per annum (PN-A7)

CENTRE : Citrusdal Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as 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 requirements of the job: Valid (Code B/EB) drivers’ licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation
thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

**DUTIES**

(key result areas/outputs): Coordination of optimal, holistic nursing care provided within set standards and a professional/legal framework within areas. Provision of effective support to nursing services. Effectively manage the utilisation and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the service. Interface management with internal and external stakeholders to ensure community needs are addressed to ensure wellness of patients.

**ENQUIRIES**

Ms NW Smit, Tel. No: (022) 921-2153

**APPLICATION**

The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION**

Mr S Cupido

**CLOSING DATE**

7 August 2020

**NOTE**

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

**POST 18/142**

**OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

West Coast District

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Citrusdal Community Clinic

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**

(key result areas/outputs): Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services. Information management w.r.t data collection, verification, report writing and submission of data. Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.

**ENQUIRIES**

Ms A Koch, Tel. No: (027) 482-1484

**APPLICATION**

The Administrative Manager: Citrusdal Hospital, Private Bag X 14, Citrusdal, 7340.

**FOR THE ATTENTION**

Ms NW Smit

**CLOSING DATE**

7 August 2020

**NOTE**

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

**POST 18/143**

**CLINICAL PROGRAMME COORDINATOR: NURSING TRAINING**

West Coast District

**SALARY**

R444 276 per annum

**CENTRE**

West Coast District Office

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers’ licence and willingness to travel in the district or as required. Competencies (knowledge/skills): Ability to interpret and apply policies as well as analyses of Health System Information. Knowledge of development and analysis of
protocols and guidelines, Acts and procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, PowerPoint).

**DUTIES**: (key result areas/outputs): Manage the People development and training functions within the sub district by overall integrated planning, coordination and facilitation of nurse training programs. Coordinate and facilitate the development of learning opportunities for all nursing. Manage and lead the implementation of the informal nurse training programs. Facilitate and coordinate the clinical accompaniment/mentorship programmes. Effective management and utilisation of allocated resources.

**ENQUIRIES**: Ms AR Louw, tel. no. (022) 709-5066

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

**CLOSING DATE**: 7 August 2020

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

**POST 18/144**: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE ADMINISTRATION)

**Directorate**: People Practices and Administration

**SALARY**: R376 596 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: Minimum educational qualification: Appropriate three-year National Diploma/ Degree. Experience: Appropriate people administration experience. Appropriate supervisory experience. Appropriate Persal experience. Inherent requirement of the job: Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Sound knowledge of relevant governmental/departmental policies and legislation as well as people administration practices. Good managerial, strategic thinking and planning skills. Strong computer skills (proficiency in MS Office Package). Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Sound knowledge of labour practices and policies.

**DUTIES**: (key result areas/outputs): Responsible for the rendering of an efficient people administration service to Head Office components relating to appointments, secondments, transfers, probations, OSD matters, all termination types, allowances as well as leave administration. Administering and coordination of RWOEE and financial disclosures for Head Office, which include Engineering and Technical Support Services and Western Cape College of Nursing. Responsible for HR audit compliance for Head Office. Coordination of grievances, disputes and Arbitrations. Coordination of the Auditor General audit process for Head Office. Administering and coordination of transversal people administration services which include Long Service Award function, SMS employment contracts and general transversal matters. Rendering of advice with regard to transversal matters to institutions on people administration matters and policy. Rendering advice with regard to people administration practices to Head Office management. Facilitation and coordination of salaries and allowances on PERSAL. Ensuring maintenance of registers for conditions of service and salary administration as required by Internal Audit and the Auditor General. Management of staff. Willingness to act in higher posts, when required.

**ENQUIRIES**: Mr H Herbert, Tel No: (021) 483-4029

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

**CLOSING DATE**: 7 August 2020

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

**POST 18/145**: ARTISAN FOREMAN GRADE A (REFRIGERATION AND AIR CONDITIONING)

**Directorate**: Engineering and Technical Support (Based at Bellville Mobile Workshop)

**SALARY**: Grade A: R304 263 per annum

**CENTRE**: Head Office, Cape Town


**DUTIES**: (key result areas/outputs): Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on
all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.

ENQUIRIES : Mr S Reichert, Tel. No: (021) 830-3768/ L Semono (021)830-3770
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 7 August 2020
NOTE : No payment of any kind is required when applying for this post.

POST 18/146 : ARTISAN FOREMAN: GRADE A (MECHANICAL)
Directorate: Engineering and Technical Support (Based at Bellville Mobile Workshop)

SALARY : Grade A: R 304 263 per annum
CENTRE : Head Office, Cape Town

DUTIES : (key result areas/outputs): Repairs of mechanical equipment and plant including Autoclaves. Install specialised systems and perform preventative maintenance on critical and specialised equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.

ENQUIRIES : Mr G Williams, Tel. No: (021) 830-3772
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 7 August 2020
NOTE : No payment of any kind is required when applying for this post.

POST 18/147 : ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER/FITTER AND TURNER)
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)

SALARY : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
CENTRE : Head Office, Cape Town
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’ licence and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to do welding work. Knowledge of Autoclaves/Laundry Machinery.

DUTIES : (key result areas/outputs): Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr G Williams Tel. No: (021) 830-3772
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
CLOSING DATE : 7 August 2020
NOTE : No payment of any kind is required when applying for this post.
POST 18/148 : **HANDYMAN (CARPENTRY)**
Directorate: Engineering and Technical Services (Bellville Mobile Workshop)

**SALARY** : R145 281 per annum

**CENTRE** : Head Office, Cape Town


**DUTIES** : (key result areas/outputs): Carry out minor repairs and maintenance to hospital building and equipment. Assist with repairs and emergency breakdowns (including after-hours repairs). Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trim work or rough carpentry skills, baseboards, crown moulding. Install/hang and trim interior and exterior doors and fixtures. Assist with the control and requisitioning of material and parts.

**ENQUIRIES** : Mr F Ebrahim, Tel. No: (021) 830-3771

**APPLICATION** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR THE ATTENTION** : Ms C Dawood

**CLOSING DATE** : 7 August 2020

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

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POST 18/149 : **CLEANER**
Garden Route District

**SALARY** : R102 534 per annum

**CENTRE** : Heidelberg Community Clinic

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Valid (Code B/EB) drivers’ licence. Physically able to lift/move heavy objects and supplies. Relief in other facilities/mobiles when necessary. Competencies (knowledge/skills): Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Able to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

**DUTIES** : (key result areas/outputs): Provide clean, safe and hygienic environment (sweeping, dusting, scrubbing, mop, polish, refuse removal, cleaning of windows, light shades, walls, toilets, sluice, drains and clinic grounds). Effective and efficient utilisation and storage of cleaning material and equipment. Handling of waste. Attend in-service training appropriate to service delivery. Effective support to supervisor.

**ENQUIRIES** : Ms E Braaf Tel. No: (028) 713-8644

**APPLICATION** : The District Manager; Garden Route District Office, Private Bag x6592, George, 6530

**FOR THE ATTENTION** : Ms S Pienaar

**CLOSING DATE** : 7 August 2020

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

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POST 18/150 : **GENERAL WORKER STORES**
West Coast District

**SALARY** : R102 534 per annum

**CENTRE** : Citrusdal Hospital

**REQUIREMENTS** : Minimum requirement: Basic Numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) drivers licence to deliver stock to facilities under Citrusdal Hospitals control. Physically fit to handle heavy boxes and equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accurate in work.

**DUTIES** : (key result areas/outputs): Keep Bin Cards Up to date. Cleaning of shelves and general Stores Area. Distribution and delivery of stock to all facilities in the Cederberg Area. Maintain stock levels on shelves. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms NW Smit, Tel. No: (022) 921-2153

**APPLICATION** : The Medical Manager: Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR THE ATTENTION: Mr S Cupido
CLOSING DATE: 7 August 2020
NOTE: No payment of any kind is required when applying for this post.