PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 06 April 2021

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 10/155: DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: AGR 11/2021

SALARY: R1 057 326 per annum (Level 13) (All-inclusive salary package)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: A 3-year degree in supply chain management and/ or accounting or a relevant equivalent NQF 7 qualification; At least six years relevant middle management experience; The successful completion of the Senior Management Pre-entry Programme Recommendation: Excellent networking and network formation skills; Strong conceptual and formulation skills; Numeracy and accuracy; Strong leadership skills with specific reference to the ability to display thought leadership in complex application; Team building and strong inter-personal skills; Excellent communication skills (verbal and written); Outstanding planning, organising and people management skills. Computer literacy skills; and A formal legal qualification. Competencies: Knowledge of the human resource management function; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector Knowledge of provincial policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; Knowledge of financial management processes; Research and reporting procedures; Client needs, planning and organising interpretation of policy matters; Knowledge of financial norms and standards (Public Finance Management Act - PFMA, National Treasury Regulations - NTRs, Provincial Treasury Directives/Instructions - PTIs, Supply Chain Management Legislation and Regulations).

DUTIES: Establish, develop and implement Supply Chain and Asset Management system inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management; Strategic capability and leadership (including Change Management); Ensure efficient and effective oversight and management for all financial resources/ aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; and Human Resource Management.

ENQUIRIES: Mr F. Huysamer at Tel No: (021) 808 5007

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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.

MANAGEMENT ECHELON

POST 10/156: CHIEF EXECUTIVE OFFICER
Red Cross War Memorial Children’s Hospital

SALARY: R1 251 183 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Red Cross War Memorial Children’s Hospital

REQUIREMENTS: Minimum educational qualification: An undergraduate qualification (NQF 7) in a Health/Social Science or related field as recognized by SAQA with at least 5 years of experience at a senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are 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 National School of Governance (NSG) under the name Certificate for entry into SMS and 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: Applicants should have a proven, extensive track record in all major aspects of health facility, health service and resources management. Proven extensive management experience of health services. Inherent requirements of the job: Valid driver’s license and willingness to travel. Competencies (knowledge/skills): Proven skills and abilities in the financial and human resources management of a health service. General strategic management, project management and capacity to draft and assess operational policies. Good interpersonal skills and self-awareness. Computer literacy (MS Word, Excel, PowerPoint, internet and email). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and understanding of Health Systems. Knowledge of financial and people management. Proven experience in the provision and management of health services. Proven leadership capabilities.

DUTIES: Manage the implementation of health services in line with the relevant National and Departmental policies. Manage and Support the implementation of health service priorities. Ensure that quality of care is maintained and improved in line with the National Core Standards. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Ensure implementation of the Provincial strategy for Clinical Governance, inclusive of clinical audits. Establish interfaces with institutes of higher education. Ensure sound relations and a well-functioning health care delivery system in conjunction with referring institutions. Collaborate with key stakeholders within the districts, like other government department, community structure, non-profit organisation (NPOs), local government, and private sector. Develop and implement a communication and marketing strategy for the hospital that is aimed at a broad range of internal and external stakeholders. Co-ordinate the rendering of professional support services (including information management) within the hospital. Manage the corporate services of the hospital i.e Financial-, Supply Chain-, Infrastructure-, and People Management as well as Support Services.

ENQUIRIES: Dr S Kariem Tel No: (021) 483-3478
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 will be subject to competency testing.

CLOSING DATE: 09 April 2021

OTHER POSTS

POST 10/157: MANAGER: MEDICAL SERVICES GRADE 1
Groote Schuur Hospital

SALARY: R1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

DUTIES: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

ENQUIRIES: Dr B Eick Tel No: (021) 404-6288

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: 09 April 2021

POST 10/158: MEDICAL SPECIALIST: GRADE 1 TO 3 (FAMILY PHYSICIAN)
Overberg District

SALARY:
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). Plus a rural allowance of 18% of basic salary.

CENTRE: Caledon Hospital

REQUIREMENTS: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Family Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Family Medicine. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. 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 foreign qualified employees) as a Medical Specialist in Family Medicine. Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Participation in Commuted Overtime at Caledon Hospital Competencies (knowledge/skills): Knowledge and understanding of the Department’s Healthcare 2030 vision. Excellent administrative and research skills. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, PowerPoint and Excel).

DUTIES: Participate in the Hospital and Sub-district Health Services team. Act as coordinator for Family Medicine Registrars allocated to the TWK sub-district as well as coordinator of undergraduate medical students from the University of Stellenbosch visiting Caledon Hospital. Responsible for clinical governance within the sub-district and report to the quality of care, the training needs as
well implementing the Quality Improvement Plan. Provide clinical services to patients (including emergency care, ward rounds, OPD, PHC consultations, Theatre work, Obstetrics, after-hours duties in order to ensure efficient delivery of the core package of services at a District Hospital and PHC platform). Develop, maintain and monitor protocols for proper clinical governance of the services in the Sub-district. Initiate supervise and conduct research appropriate to the needs of the Sub-district. Implement the Outreach and support policy of the Department with the relevant stakeholders.

ENQUIRIES : Dr MS Rambiyana Tel No: (028) 212-1070
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, 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 : 09 April 2021

POST 10/159 : DEPUTY DIRECTOR: FINANCE
Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital


DUTIES : Manage overall performance of Finance, Supply Chain Management, Revenue departments. Co-ordinate processes to ensure compliance with supply chain policies, the PFMA and regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Boards finances.

ENQUIRIES : Ms E Vosloo Tel No: (023) 348-1113
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 : 09 April 2021

POST 10/160 : DEPUTY DIRECTOR: FINANCIAL MANAGER (INFORMATION MANAGEMENT, PATIENT FEES AND ADMINISTRATION)
Groote Schuur Hospital

SALARY : R733 257 per annum (A portion of the package can structure according to the individual’s personal needs)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in Information Management, Patient Fees and Admin with extensive experience in a supervisory capacity. Inherent requirements of the job: Valid driver’s license (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge
and understanding of the healthcare environment and the relevant legislation and regulations within Information Management, Patient Fees and Admin.

**DUTIES:** (key result areas/outputs): Effectively and efficiently provide leadership and manage in the Information Management, Patient Fees and Admin sections in the Finance Directorate, to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance to all policies, regulations, prescripts and instructions. Utilize available technology to meet the requirements of every changing healthcare environment. Monitor that the patient administration and billing systems are utilized correctly and implement strategies to reach collections targets and to ensure audit compliance. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e. Provincial and National levels. Manage the performance, training and development of staff in the Information Management, Patient Fees and admin department. Manage the production of relevant, timeous and accurate operational reports.

**ENQUIRIES**

Ms A Bezuidenhout Tel No: (021) 404-3248

**APPLICATIONS**

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

**NOTE**

A competency test may form part of the selection process. No payment of any kind is required when applying for this post.

**CLOSING DATE**

09 April 2021

**POST 10/161**

**OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY AND NEONATOLOGY)**

Garden Route District

**SALARY**

R562 800 per annum

**CENTRE**

Oudtshoorn 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers’ licence and willingness to travel. Will be required to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision making and conflict resolutions. Good organisational skills. Ability to effectively communicate in at least two of the official languages of the Western Cape.

**DUTIES**

Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics and Neonatology setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Provide support service to the nursing service and management. Maintain professional growth/ethical standards and self-development.

**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**

09 April 2021

**POST 10/162**

**CHIEF CLINICAL TECHNOLOGIST GRADE 1 (NEPHROLOGY)**

Tygerberg Hospital, Parow Valley

**SALARY**

Grade 1: R466 199 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Nephrology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist: Nephrology. Inherent requirement
of the job: After-hour's service is compulsory. Ability to work under pressure. Ability to work within a group at all levels of authority. Capable of maintaining confidentiality. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good computer skills in MS Word and MS Excel.

**DUTIES:**
- Equipment management, evaluation, troubleshooting and maintenance.

**ENQUIRIES:**
- Prof MR Davids Tel No: (021) 938-9246 / Mr J Maree Tel No: (021) 938-5558.

**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:**
- 09 April 2021

**POST 10/163:**

**CLINICAL PSYCHOLOGIST: GRADE 1 TO 3 (5/8TH POST) (ADULT NEUROPSYCHIATRY)**

**SALARY:**
- Grade 1: R445 851 (5/8th) per annum
- Grade 2: R520 248 (5/8th) per annum
- Grade 3: R603 774 (5/8th) per annum

(A portion of the package can be structured according to the individual's personal needs).

**CENTRE:**
- Tygerberg Hospital, Parow Valley

**REQUIREMENTS:**
- Minimum educational qualification: Appropriate qualification that allows registration with Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration as a Clinical Psychologist with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Experience: **GRADE 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **GRADE 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **GRADE 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Competencies (knowledge/skills):**
- Ability to communicate in two of the three official languages of the Western Cape.
- Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology. Computer literate.

**DUTIES:**
- Assist intern clinical psychologist supervision. Execute psychometric and neuropsychological assessments. Participate in the Psychology Department meetings. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Perform relevant administrative tasks. Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties.

**ENQUIRIES:**
- Dr Riaan Olivier mrolivier@sun.ac.za/Dr Christina van der Merwe christina@sun.ac.za, Tel No: (021) 938 6287/ 9455

**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:**
- 09 April 2021

**POST 10/164:**

**OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**

**Garden Route District**

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

**CENTRE:**
- Alan Blyth Hospital

**REQUIREMENTS:**
- Minimum educational qualification: Basic R425 qualification (Diploma/Degree) or equivalent qualification that allows registration with the South African
Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020). Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays, if necessary. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

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

ENQUIRIES: Ms AK Laubscher Tel No: (028) 551-1010
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: 09 April 2021

POST 10/165: CLINICAL PROGRAM COORDINATOR GRADE 1 (IPC)
Rural Health Services

SALARY: R444 276 per annum
CENTRE: George Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the South African Nursing Council (SANC) in General Nursing. Inherent requirement of the job: Willingness to work after-hours. Ability and willingness to enter Infectious Disease area. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Knowledge of procedures, SOP’s and policies relating to Infection Prevention and Control (IPC). Knowledge of IPC practices according to Ideal Hospital Standards and critical thinking and ability to analyse systems/information and to prepare reports. Knowledge of anti-microbial stewardship. Computer literacy in MS Word, Excel, Outlook and PowerPoint. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Develop, coordinate, conduct and implement IPC orientation and induction programmes for all staff. Ensures optimal and effective infection control practices according to IDEAL HOSPITAL standards and proven principles. Ensures optimal and effective quality control practices & objectives. Participate in management of financial resources with emphasis on cost containment and compliance with IPC protocols. Maintain & promote professional growth/ethical standards and development of self & others.

ENQUIRIES: Ms D Williams Tel No: (044) 802-4371/4537 or Drusilla.Williams@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.
CLOSING DATE: 09 April 2021

POST 10/166: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)
West Coast District

SALARY: R444 276 per annum (PN-A5)
CENTRE: Clanwilliam Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licensing receipt of 2020). Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy.

DUTIES:
Manage the clinical services during night duty. Supervise relevant staff and ensure the provision of effective quality patient care. Provide relevant health information in achieving optimal health care and rehabilitation of patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures. Manage proper utilisation of human and financial resources. Render support to the supervisor and colleagues.

ENQUIRIES:
Ms TJ Fredericks Tel No: (027) 482-2166

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:
09 April 2021

POST 10/167:
CHIEF ARTISAN GRADE A: BUILDING MAINTENANCE (X2 POSTS)
Head Office, Cape Town

SALARY:
Grade A: R386 487 per annum

CENTRE:
Directorate: Engineering and Technical Services:
Post A: Bellville Mobile Workshop, Karl Bremer (X1 Post)
Post B: Metro West Hub, Retreat (X1 Post)

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience of a multidiscipline workshop (Building, Plumbing, Carpentry and Painting). Sound SCM and Finance experience. Inherent requirements of the Job: Will have to work overtime and standby should the need arise, day or night. Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Computer literacy. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Sound knowledge of HRM. Sound SCM and Finance experience.

DUTIES:
Supervision of workshop staff. Control over workshop, equipment, tools, plant and spares. Supervision and assistance with the execution of engineering projects/repairs at various Health Institutions and Clinics. Liaise with engineering management and private sector. Planning/scheduling of staff, project plants, repairs and equipment. Budgeting and expenditure control in respect of workshop. Drafting of monthly reports.

ENQUIRIES:
Mr S Reiche rt Tel No: (021) 830-3768

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. Kindly indicate clearly on your application if you apply for Post A or B or both posts.

CLOSING DATE:
09 April 2021

POST 10/168:
PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MATERNITY)
Garden Route District

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

CENTRE:
Knysna 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 and Midwife. Post-basic qualification with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years
appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work overtime and on public Holidays when required. Competencies (knowledge/skills): Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Good Interpersonal, problem solving and organisational skills. Knowledge of relevant legislation, policies and manuals. Basic computer skills.

**DUTIES:** Provide an optimal holistic perinatal care, and education according to individual needs of patients' family and communities. Participate in training, development and research. Effective utilisation of resources. Deliver a support service to the Nursing Service and the institution. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES:** Ms GA Lloyd Tel No: (044) 302-8440

**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 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:** 09 April 2021

**POST 10/169:** ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
West Coast District

**SALARY:** R173 703 per annum

**CENTRE:** Citrusdal Hospital

**REQUIREMENTS:** Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Inherent requirement of the job: Valid (Code B/EB) drivers license. PERSAL Salary Administration Certificate. Competencies (knowledge/skills): Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good Computer (MS Word, Excel, Outlook) and numeracy skills. Knowledge of Human Resource prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

**DUTIES:** Perform all administrative duties pertaining to personnel administration, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People Management policies. Assist with Recruitment and Selection if needed and assist with the informal in-service training of new employees.

**ENQUIRIES:** Mr SP Cupido Tel No: (022) 921-2153

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

**FOR ATTENTION:** Mr SP Cupido

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

**CLOSING DATE:** 09 April 2021

**POST 10/170:** CLEANER (X2 POSTS)
Chief Directorate: Metro Health Services

**SALARY:** R102 534 per annum
CENTRE: Elsies River Community Health Centre (X1 Post)
Delft Community Health Centre (X1 Post)

REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to work with heavy equipment and supplies. Willingness to work shifts, including weekends and public holidays. Rotate in different departments according to operational needs and requirements. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES: General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Dispose/handle all waste according to waste policy.

ENQUIRIES: Ms L Jacobs Tel No: (021) 931-0211/0212
APPLICATIONS: The Northern/Tygerberg Sub-structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.
FOR ATTENTION: Ms A Kader
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 09 April 2021

POST 10/171: FOOD SERVICES AID
Overberg District

SALARY: R102 534 per annum
CENTRE: Swellendam Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals.

DUTIES: Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES: Mr DW Brecht Tel No: (028) 514 1142
APPLICATIONS: The 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: 09 April 2021

POST 10/172: DRIVER (LIGHT DUTY VEHICLE)
Groote Schuur Hospital

SALARY: R102 534 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum requirement: Basic reading and writing skills. Valid (Code E/EB) drivers license. Valid PDP. Willing to perform standby duties and work irregular hours. Must be of sober habits. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of three official languages of the Western Cape. Knowledge of transport regulations.

DUTIES: Schedule and plan transport routes. Transport and load goods and safely transport clients and staff members. Inspect vehicles and timely reporting of minor and major defects. Responsible for the completion of trip authorization and logbook. Assist the Transport Officer to maintain the transport fleet in a clean and roadworthy condition. Prepare reports for the supervisor if and when needed.

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: 09 April 2021
POST 10/173: MESSENGER
Groote Schuurs Hospital
SALARY: R102 534 per annum
CENTRE: Groote Schuur Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate Messenger experience and functions within a state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Ability to safely operate a photocopy machine. Good understanding of municipal traffic regulations and driving ability. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy.
DUTIES: Collect and distribute incoming and outgoing documents, goods and messages daily. Drive to collect and distribute goods, garden waste and documents on and off hospital grounds. Move assets to various departments. Making of Photocopies. Answering telephones and delivering messages. Maintain registers of duties conducted. Assist supervisor and staff members within the department in day to day activities with regards to filing of documents.
ENQUIRIES: Mr R Solomon Tel No: (021) 404-6430
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: 09 April 2021
POST 10/174: HOUSEHOLD AID
Cape Winelands Health District
SALARY: R102 534 per annum
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in wards according to the needs of the service. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Ability to communicate in at least two of the three official languages of the Western Cape.
DUTIES: Deliver an effective cleaning service and performing General household tasks including, removal of waste and healthcare risk waste. Adhere to safety measures and ensure adherence to Occupational Health, Safety policies and Infection Prevention Control measures at ward level. Render assistance to the supervisor with general housekeeping duties such as control of cleaning materials and household equipment, care and control of linen and serving of meals to patients.
ENQUIRIES: Ms R de Silva Tel No: (021) 808-6153
APPLICATIONS: The Medical Manager: Stellenbosch Sub-District, Private Bag X5027, Stellenbosch, 7599.
FOR ATTENTION: Ms K Rossouw
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 09 April 2021
POST 10/175: CLEANER
West Coast District
SALARY: R102 534 per annum
CENTRE: Stellenbosch Hospital
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills
(read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

**DUTIES**

(key result areas/outputs): Renders effective, efficient and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus and equipment. Adheres to loyal service ethics.

**ENQUIRIES**

Ms SM vd Westhuizen Tel No: (022) 487-9257

**APPLICATIONS**

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

**FOR ATTENTION**

Ms A Groenewald

**NOTE**

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

**CLOSING DATE**

09 April 2021