

**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 19/146 : **MANAGER: MEDICAL SERVICES GRADE 1**
Cape Winelands Health District

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs) plus a non-pensionable rural allowance of 18 % of basic annual salary)

CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as 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 requirement of the job: Valid (Code B/EB) drivers license and willingness to travel. Willingness to be available after hours. Competencies (knowledge/skills): Language proficiency in two of the three official languages of the Western Cape. Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes and policies. Strong leadership, managerial and organizational skills. Must possess interpersonal skills, including public relations, negotiation, facilitation and counselling skills as well as presentation and public speaking skills.

DUTIES : Ensure effective internal governance through efficient and effective strategic, operational and risk management of all health facilities in the Stellenbosch Sub-District. Ensure effective external governance through liaison with all external stakeholders influencing service delivery within the Sub District, including statutory community governance structures such as the Health Facility Board and Clinic Committees. Ensure cost-effective delivery of health care in Hospital and Primary Health Care facilities. Ensure effective management and control of human resources, employee relations and staff wellness in the Stellenbosch Sub-District. Ensure effective and efficient clinical and support services within the Sub-District. Ensure effective and efficient information management within the Sub District.

ENQUIRIES : Ms EJ Mouton Tel No: (023) 348-8113

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 a Competency test.

CLOSING DATE : 11 June 2021

POST 19/147 : **PSYCHOLOGIST (INTERN)**
Chief Directorate: Metro Health Services

SALARY : R579 147 per annum. (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Various Institutions

REQUIREMENTS : Minimum educational qualification: Honours degree in Psychology. Successful completion of the theoretical part of the Master's degree in Clinical Psychology. Registration with A Professional Council: Registration with the Health Professionals Council of South Africa (HPCSA) as a Clinical Psychology (Intern). Competencies (knowledge/skills): Achievement of training standards set by the

HPCSA and SA Professional Board of Psychology. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : In- and outpatient clinical assessment and psychological treatment of adults and children. Ward work will comprise of a range of psychiatric diagnoses, as well as medical wards, intellectual disability and forensic services. Conducting psychometric assessments including personality and comprehensive neuro psychological evaluations. General and clinical administrative tasks. Participation in the academic training program of the departments of Clinical Psychology and Psychiatry of the University Stellenbosch or the University of Cape Town Faculty Of Health Sciences.

ENQUIRIES : Ms B Beukes Tel No: (021) 815-8749
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. All applicants are to submit a comprehensive Curriculum Vitae; 3 referee reports and Interim Supervisors report; Identity Document, Matric certificate, Academic transcripts and HPCSA registration certificate as Psychology Student. All applicants should indicate 5 institutions of preference, but may be placed at other institutions, depending on the availability of posts. If the applicant does not select 5 institutions their application will not be considered. All short-listed candidates will be expected to submit a reflective task prior to the interview. It will be expected of successful candidates to provide your yearend final supervisor's report if you are selected to the Intern program. "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 : 11 June 2021

POST 19/148 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Groote Schuur Hospital

SALARY : R562 800 per annum
CENTRE : Groote Schuur 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. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. 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 in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in

formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
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 : 11 June 2021

POST 19/149 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Cape Winelands Health District

SALARY : R562 800 per annum
CENTRE : Dalvale 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 Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).

DUTIES : Operational management of facility - management of Burden of disease, renders clinical and administrative services. Management of Critical Support Services – Collect, verify and timeously submit accurate data, consumable and drug management, maintenance and infrastructure management, asset management. Adequate financial planning and control – manage budget, procurement, assets and stock control. HR Planning and Management – Performance Management, ensure that all personnel undergo training according their Individual Development and Performance Plan as well as implementing policies, prescripts and protocols. Improve Quality of services – Manage and plan to practice a holistic health service on a short/medium/long term basis.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520
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. Practical and competency tests will form part of the selection process.
CLOSING DATE : 11 June 2021

POST 19/150 : **QUALITY ASSURANCE MANAGER**
 Chief Directorate: Metro Health Services

SALARY : R376 596 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Health related National Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council or equivalent. Experience: Appropriate experience in a Health Sciences environment. Appropriate managerial experience. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies

(knowledge/skills): Knowledge of Quality Assurance frameworks as well as the Occupational Health and Safety Act. Knowledge of infection control practices. Understanding of patient information systems and the ability to implement data collection systems and control strategies. Ability to understand and apply the medico-legal framework of existing legislation. Ability to think and function independently and to critically analyse data. Excellent report writing skills. The ability to communicate in at least two of the three official languages of the Western Cape. Excellent and advanced computer literacy skills in full Microsoft Office Package.

DUTIES : Manage the Quality Assurance of the facility. Manage, evaluate and report on all aspects of the quality assurance programme. Drive innovation and evaluate effectiveness and compliance with the quality improvement plan. Manage, evaluate, report on and respond to consumer input. Promote the integration of the Batho Pele principles amongst all health care personnel. Monitor and assist stakeholders to ensure an effective Infection Control and Occupational Health and Safety Programme. Prepare management reports and provide statistical data. Manage and Supervise staff.

ENQUIRIES : Mr J Vaughan Tel No: (021) 799-1201
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 : 11 June 2021

POST 19/151 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
 Tygerberg Hospital

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

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

ENQUIRIES : Mr M.N Martin Tel No: (021) 938-5607
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 : 11 June 2021

POST 19/152 : **CASE MANAGER**
 Cape Winelands Health District

SALARY : R316 791 per annum
CENTRE : Montagu Hospital and Robertson Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of

South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

ENQUIRIES : Mr E De Bruyn Tel No: (023) 626-8524
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 : 11 June 2021

POST 19/153 : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
 Groote Schuur Hospital

SALARY : Grade 1: R148 215 per annum
 Grade 2: R176 982 per annum
 Grade 3: R211 323 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirement of the job: Willing to work flexi time. Competencies (knowledge/skills): Knowledge of the various aspects of social work services in a hospital setting. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills.

DUTIES : Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families. Maintain all administration functions on work undertaken. Undertake telephonic patient follow up. Provide appropriate follow up to Multidisciplinary team. Undertake training as required.

ENQUIRIES : Mr A De Vos Tel No: (021) 404-5430
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 : 11 June 2021

POST 19/154 : **CLEANER**
 Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Macassar CHC
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays, night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Mr F Wilson Tel No: (021) 901-0107
APPLICATIONS : The Acting Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION : Ms J Collins
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the selection process.
CLOSING DATE : 11 June 2021

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE : 25 June 2021
NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 19/155 : **DIRECTOR: EMPLOYEE RELATIONS REF NO: 152**
SALARY : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)
CENTRE : Head Office, Cape Town

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Law/ Labour Relations, Public Management or related qualifications. At least 5 years' experience at a middle/senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's license. Recommendation: Proven experience in managing successful collective labour processes and /or disciplinary procedures.
<u>DUTIES</u>	:	To handle all employee relations matters regarding misconduct and grievances. Handle misconduct and grievances matters. Render employee relations advice. Develop and implement strategies in order to prevent employee unrest. Initiate and promote training regarding misconduct and grievance matters. To develop employee relations policies and procedures and manage the collective bargaining process. Formulate, evaluate and monitor policies and procedures. Training and development of personnel. Represent the employer in collective bargaining forums. Manage and co-ordinate the employer functions originating from the education sector and bargaining council. Facilitate and coordinate dispute resolution procedures of the bargaining council. Implement and monitor the application of collective arrangements. To render specialist labour law advice to the MEC, Top Management and the department regarding industrial relations issues. Develop and implement relevant policies and strategies. Provide legal advice and direction on employee related issues. Provide legal opinions on all employee related issues. Provide training and development on employee related issues. Do research regarding employee relations matters.
<u>ENQUIRIES</u>	:	Mr M Cronje Tel No: 021-467 2080
<u>POST 19/156</u>	:	<u>DIRECTOR: METRO CENTRAL EDUCATION DISTRICT OFFICE REF NO: 153</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Maitland
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's license. Additional Requirements: Proven relevant management experience in an education environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.
<u>DUTIES</u>	:	Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers. Management and governance. Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.
<u>ENQUIRIES</u>	:	Mr AJE Meyer Tel No: 021-467 2089