

**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 02/144 : **MANAGER: MEDICAL SERVICES GRADE 1**
Overberg District

SALARY : R1 173 900 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 REQUIREMENTS : Hermanus Hospital (Overstrand Sub-district)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) drivers license. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Knowledge of managing clinical services.

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

ENQUIRIES APPLICATIONS : Ms W Kamfer Tel No: (028) 214-5800
: 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 no 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 : 05 February 2021

POST 02/145 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R562 800 per annum (PN-B3) (Plus a non-pensionable rural allowance of 8 % of basic annual salary)

CENTRE REQUIREMENTS : Bridgton CDC
: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-

basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and proof of current registration. Experience: A minimum of 9 years' appropriate/recognisable nursing experience after registration as Professional Nurse with the South African Nursing Council 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 (R48) as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management regarding data collection, verification, report writing and submission of data. Human Resource Management 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. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205

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 : 05 February 2021

POST 02/146 : **QUALITY ASSURANCE MANAGER DISTRICT**
Cape Winelands Health District

SALARY : R470 040 per annum

CENTRE : Cape Winelands District Office

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 Health Management. Inherent requirement of the job: Valid (Code B/EB) drivers license and willingness to travel within the district. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, OHS and infection prevention control (IPC). Computer Literacy (MS Office: MS Word, Excel, PowerPoint and Outlook). Advance managerial and communication skills (verbal and written) in two of the official language of the Western Cape. Ability to analyse and interpret Health Systems Information and compile and present reports. Good leadership and project management skills.

DUTIES : Effectively coordinate and manage Quality Improvement Systems in the District. Support Health Establishment staff and Quality Assurance coordinators with the implementation of the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital requirements in preparation for the Office of Health Standards Compliance (OHSC). Coordination and Management of Quality Assurance training needs within the district. Ensure the maintenance of the Infection Prevention and Control (IPC) and Occupational Health and Safety (OHS) standards within the district. Ensure the quality of Quality Assurance data in the Cape Winelands District.

ENQUIRIES : Ms S Neethling Tel No: (023) 348-8120

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test and competency assessment.

CLOSING DATE : 05 February 2021

POST 02/147 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH SERVICES)**
Overberg District

SALARY : R444 276 per annum (PN-A5)

CENTRE : Cape Agulhas Sub-district

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 Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills (Verbal and Written). Knowledge of the Provincial/District HIV/AIDS/STI/TB/VMMC/mental health-, Chronic Diseases- and WHCH-programmes and strategies – preventative, promotive and rehabilitative. Ability to work independently and in a multi-disciplinary team. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer Literacy (MS Word, Excel, PowerPoint).

DUTIES : Co-ordination and implementation of life course services in the sub-district, w.r.t HIV/AIDS/STI/TB, chronic, men's health, MCWH, eye care, school health, child health services and establishing service linkages and service integration. Provide oversight and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement in skills development and training to support integrated health services provision, e.g. NIMART and PACK. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, to enhance implementation of the COPC principles. Monitoring of service goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400

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 : 05 February 2021

POST 02/148 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT)**
Groote Schuur Hospital

SALARY : R376 596 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: A 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit queries process. Manage the performance, training and development of staff in the acquisition management unit.

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

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

CLOSING DATE : 05 February 2021

POST 02/149 : **INDUSTRIAL TECHNICIAN: PRODUCTION**
Directorate: Health Technology (Clinical Engineering, based at Goodwood, Dental Unit)

SALARY : R257 508 per annum

CENTRE : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.
- DUTIES** : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via Logis system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.
- ENQUIRIES** : Mr A Moelich / Mr G Lee Tel No: (021) 590 5007 / (021) 590 5005
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 : 05 February 2021
- POST 02/150** : **ADMINISTRATION CLERK: SUPPORT**
 Garden Route District
- SALARY** : R173 703 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Transport and Support Services. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Knowledge and experience in policies and administrative practices. Computer literacy in Microsoft (Word, Excel and Outlook), attach proof or mention in CV. Ability to accept accountability, responsibility, to work independently, unsupervised and under pressure.
- DUTIES** : Manage, monitor, maintain and coordinate Transport Services in respect of Government Vehicles. Assistance to Support Services Staff (Workshop. Laundry and Main Kitchen) in respect of administrative tasks. Relief duties in respect of Registry/Reception Clerk and ad hoc Driver duties. Effective control over stock and equipment and the ordering of stock and equipment. Support to Supervisor with administrative tasks in respect of minute taking, arranging of meetings, attending site meetings, etc.
- ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642
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 : 05 February 2021
- POST 02/151** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS/RECEPTION)**
 Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
CENTRE : Nomzamo Community Day Clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in client admissions and customer care. Inherent requirements of the job: Willingness to work overtime when required. Valid code B/EB driver's license. Competencies (knowledge/skills): Sound interpersonal and organising skills. Computer literacy in MS Word and MS Excel. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Departmental health Information System: PHCIS.
- DUTIES** : Admit and update client information, schedule and maintain appointments, register clients on appropriate systems. Timeous collection, capturing of folder data and management of data, head counts and TB service using appropriate

data collecting systems. Record keeping, compiling of new folders, filing and retrieving of folders, tracing of old folders, archiving and destruction of old folders. Ensure correct management of folders at reception areas and schedule appointments (new, follow-up and operations) on system. Correct patient assessment and accurate data recording. General administrative duties and perform relief duties. Provide support in Supply Chain, Information Management. Support to Supervisor/Managers.

ENQUIRIES : Ms N Matiso Tel No: (074) 199-8834/062 744-7706
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 : 05 February 2021

POST 02/152 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Riversdale Hospital, Hessequa Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Asset, Financial, Supply Chain and Warehouse. Management and legislation pertaining to an Asset Management environment. Ability to effectively multi-task, function independently and under pressure in a physically demanding environment.

DUTIES : Responsible for the procurement of all assets and disposed items (as identified by the committee) via the correct processes, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Manage, maintain and update of asset registers within the Hessequa Sub-district. Manage movements of assets and update bar coding. Assist with payments function as well as the creation and maintenance related to asset management (including disposed items). Assist with the disposal of redundant obsolete and unserviceable items in accordance to existing prescripts and with monthly reconciliations.

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
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 : 05 February 2021

POST 02/153 : **ADMINISTRATION CLERK: ADMISSIONS**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRAs) of the post. Experience: Appropriate experience in operating PHCIS/CLINICOM systems. Inherent requirement of the job: Willingness to work shifts (including night duty, weekends and public holidays) and work overtime on short notice to meet operational requirements). Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Knowledge of record keeping and the UPFS policy and procedures. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently.

DUTIES : Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues. Cashier duties, accurate collection,

safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.

ENQUIRIES : Mr PJ Van Wyk Tel No: (044) 203-7280

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 may be subjected to a practical test.

CLOSING DATE : 05 February 2021

POST 02/154 : **STERILIZATION OPERATOR SUPERVISOR (CSSD)**
Groote Schuur Hospital

SALARY : R173 703 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in Sterilisation and Decontamination Services as an Operator. Inherent requirements of the job: Be willing to work standby. Competencies (knowledge/skills): Supervisory experience. Must have numeracy Skills and should be able to think analytically. Be able to supervise and be assertive. Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework.

DUTIES : Manage, organise and control Central of Central Sterile Services Department (CSSD) and Gas Sterilisation Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Maintain Quality Assurance within the Department.

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 : 05 February 2021

POST 02/155 : **CLEANER**
Garden Route District

SALARY : R102 534 per annum

CENTRE : Support and Outreach Oudtshoorn PHC

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience Appropriate cleaning experience, cleaning in a clinic/hospital/health environment will be a further advantage. Competencies (knowledge/skills): Basic writing and literacy skills Good communication and interpersonal skills. Ability to lift/move heavy equipment and supplies.

DUTIES : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control. Relief duties in other departments when necessary.

ENQUIRIES : Dr Edwards Tel No: (044) 272-2245

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

CLOSING DATE : 05 February 2021

POST 02/156 : **PORTER**
West Coast District

SALARY : R102 534 per annum

CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends and on public holidays. The ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Prepared to handle corpses. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages spoken in the Western Cape. Good interpersonal and communication skills. Willingness to work in a team.

- DUTIES** : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Take responsibility for the transportation of corpses form wards to the undertaker and perform relevant duties.
- ENQUIRIES** : Mr D Snell Tel No: (027) 213-2039
- APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- NOTE** : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 05 February 2021