

**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.

CLOSING DATE : 05 March 2021
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 06/220 : **MANAGER: MEDICAL SERVICES GRADE 1**
Rural Health Services

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 candidates to participate in a system of remunerated commuted overtime).

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). 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. Willingness and skills to do work after hours. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Excellent communication in at least two of the three official languages of the Western Cape (written, verbal) and conflict management skills, proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.

DUTIES : Provide strategic management and leadership for George Hospital, aligned with Provincial and National directives. Strategic, operational and financial management of all clinical and clinical support services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient Human Resource management and planning. Ensure teaching, training and development programmes for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Garden Route and Central Karoo and coordinate the hospital's outreach programme.

ENQUIRIES : Mr M Vonk, Tel. No: (044) 802-4534 or e-mail: Michael.Vonk@westerncape.gov.za

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. Short-listed candidates will be subjected to a competency test.

POST 06/221 : **OPERATIONAL MANAGER NURSING: SPECIALTY (CARDIAC CATH LAB)**

SALARY : R562 800 per annum (PN-B3)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council (SANC). A post basic nursing qualification with duration of at least 1 year, accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in

General Nursing. At least 5 years of the period above must be appropriate recognisable experience after obtaining the 1 year post-basic as mentioned above. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. 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 communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Exposure to a cardiac cath lab environment.

DUTIES : The candidate will be responsible for planning, managing, coordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in the cardiac catheter lab setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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.

POST 06/222 : **SENIOR PERSONNEL PRACTITIONER (RECRUITMENT AND SELECTION)**
 Directorate: People Practices and Administration

SALARY : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate National Diploma/Degree in Human Resources/Public Administration/Commerce. Experience: Appropriate experience in Recruitment and Selection. Inherent requirement of the job: Valid Code (EB/B) driver's license. Competencies (knowledge/skills): Knowledge and experience of PERSAL. Skills in MS Office (Word/Excel/PowerPoint etc.). Good organisational skills. Good analytical skills. Advanced writing skills.

DUTIES : Render an efficient and effective advisory support service with regard to Recruitment and Selection. Implement and maintain the Online Recruitment and Selection system within the Department of Health. Provide effective Human Resource representation during the Recruitment and Selection process for SMS and salary levels 1 – 12 posts. Draft submissions for all posts including cabinet submissions for SMS posts. Scrutinise motivations and accompanying documentation. Identify areas of need and implement training programmes and information sessions on existing and new policies and prescripts. Supervision of staff. Provide assistance and advice in respect of conciliation/arbitrations. Investigate grievances in respect of Recruitment and Selection.

ENQUIRIES : Ms C Dawood Tel No: (021) 483-5426
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

POST 06/223 : **SOCIAL WORKER GRADE 1 TO 4**
 Groote Schuur Hospital

SALARY : Grade 1: R257 592 per annum
 Grade 2: R316 794 per annum
 Grade 3: R384 228 per annum
 Grade 4: R472 551 per annum

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Bachelor's Degree in Social Work (or equivalent). Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the

SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Ability to render clinical social work practice, with particular experience in psychiatry and a member of a multi-disciplinary team in a Specialist Acute Health Care setting. Sound knowledge and skill in psychiatric social work, assessment skills, family and group and individual therapy skills. Computer literacy, good verbal and written communication skills in at least two of the three official languages of the Western Cape. Student Supervision competency on a master's degree level.

DUTIES : Provide Family therapy, group therapy, individual therapy to in-patients as well as provision of social work services in the psychiatric emergency unit. Provide Social work specialist knowledge and skills to services within Psychiatric outpatient department. Clinical Supervision of master's degree level students. Report-writing and related administration. Research teach and train.

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. "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 whom 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)".

POST 06/224 : **HOUSEHOLD AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Willingness to relieve in other departments when required. Willingness to work shifts, weekends, night-duty and overtime. Competencies (knowledge/skills): Good interpersonal skills. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents and stock.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Handle waste according to infection control principles and procedures. Serve meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment. Cost effective utilisation of consumables or resources and assist with the loading and off-loading of stock. Optimal support to supervisor and colleagues.

ENQUIRIES : Mr WB Smeda Tel No: (022) 814-0057

APPLICATIONS : The Manager: Medical: Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION : Mr J Engel

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

POST 06/225 : **HOUSEHOLD AID**
Red Cross War Memorial Children's Hospital

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

- DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.).
- ENQUIRIES** : Ms L Chenga Tel No: (021) 658-5436, Ms S Cupido Tel No: (021) 658-5452
- APPLICATIONS** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
- FOR ATTENTION** : Ms T Nqola
- NOTE** : No payment of any kind is required when applying for this post.
- POST 06/226** : **LAUNDRY AID**
Central Karoo District
- SALARY** : R102 534 per annum
- CENTRE** : Prince Albert Hospital
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy (Attach proof). Experience: Appropriate experience in a linen bank in a hospital/health facility environment. Inherent requirements of the job: Valid Code B/EB driver's license (Attach proof). Ability to work overtime, weekends and public holidays when operationally required and willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Housekeeping, Kitchen) etc. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to count, sort and sluice linen. Ability to operate equipment and machinery used in a linen bank. Ability to read, speak and communicate (verbal and written) in two of the three official languages of the Western Cape. Computer Literacy will be an advantage.
- DUTIES** : Provide effective, efficient, safe hygiene and leaning practices. Daily collection of dirty linen from wards/departments for the linen bank and return of clean linen from the linen bank to the wards/departments. Daily sorting and counting of dirty linen prior to transfer of linen to laundry. Daily sluice of dirty linen. Daily washing, ironing and packing of linen. Do linen counts and statistics within the laundry unit. Pushing heavy linen trolleys to and from the linen bank and wards/departments. Follow and maintain general hygiene and safety directives in the linen bank. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
- ENQUIRIES** : Ms C Frolick Tel No: (023) 541-1300
- APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
- FOR ATTENTION** : Ms S Pienaar
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.
- POST 06/227** : **GENERAL WORKER STORES**
Overberg District
- SALARY** : R102 534 per annum
- CENTRE** : Caledon Hospital
- REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Inherent requirement of the job: Physically able to handle stock. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Ability to work in a physically demanding environment.
- DUTIES** : Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Supervisor with ad-hoc tasks.
- ENQUIRIES** : Mr GL Bucchianeri Tel No: (028) 212 1070

APPLICATIONS
FOR ATTENTION
NOTE

- : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
- : Ms A Kriel
- : No payment of any kind is required when applying for this post