

**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.

ERRATUM: Provincial Government: Western Cape, Department Of Health: Kindly note that the post of the Head Clinical Unit Grade 1 (Anaesthesia and Perioperative Medicine) Groote Schuur Hospital with Ref Post 1/109, advertised in Public Service Vacancy Circular 01 dated 14 January 2022, Competencies (Knowledge/skills), Duties (key result areas/outputs and Enquiries has been amended and Closing Date extended. **Competencies (knowledge/skills):** Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Understanding and competency in a wide spectrum of clinical anaesthesia including but not limited to cardio-thoracics, vascular, hepatobiliary, neurosurgery obstetrics and transplant surgery. Proficiency in medical ultrasound would be advantageous. A good understanding of interaction with critical care and perioperative medicine. Understanding of dynamics between operating theatre and critical care. Track record of management and integral understanding of a large department. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills in particular reference to surgical specialities, critical care, nursing and hospital management. Strong educational or teaching background in both the under and post-graduate domains. Significant research involvement. Critical attributes include strong work ethics, fairness, integrity, sensitivity and compassion and respected by colleagues. **Duties (key result areas/outputs):** This position plays a critical role in the day to day functioning of the Departmental Clinical Services. The incumbent is expected to play an active daily role in the planning and execution of efficient theatre utilisation. Provide academic leadership and development in the areas of under- and postgraduate teaching, training, and trainee assessment. Supporting Departmental research and participating in registrar research supervision. Manage and provide leadership for the Departmental human resource requirements and contribute significantly to the administrative duties of the combined department including staff appointments, assessments, and performance management. Build and maintain Departmental team spirit and development. Enquiries: Dr S Peters 021 404 5195 or Prof J Swanevelder Tel No: (021) 404-5004/ (021) 406-6143, Closing Date: 11 February 2022 and The post of the Lecturer 5/8th post (X8 Posts) with Ref Post 2/451, advertised in Public Service Vacancy Circular 02 dated 21 January 2022 has been withdrawn.

OTHER POSTS**POST 03/258**

: **HEAD CLINICAL UNIT (MEDICAL: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY

: R1 754 739 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE
REQUIREMENTS**

: Lenteguur Hospital
: Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration

with the HPCSA as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff. Extensive experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Psychiatric Hospital, in relation to the Lentegeur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating highest standards of service delivery, research and teaching (Psychiatric and MDT) in the LGH in the Lentegeur Catchment. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs; Conduct relevant research. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes. Head the Clinical Psychiatric services of Lentegeur Hospital and provide clinical leadership to the Lentegeur Catchment (strategic planning, monitoring and evaluation) and supervisory management of the Department. Provide an effective psychiatric consultation service and outreach to the Lentegeur Hospital Catchment Areas/ Sub-districts. Be accountable to the CEO of Lentegeur Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform clinical and operational as required.

ENQUIRIES : Mr. W. Caesar Tel No: (021) 370-1401

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 competency assessment.

CLOSING DATE : 18 February 2022

POST 03/259 : **MANAGER: MEDICAL SERVICES GRADE 1**

Red Cross War Memorial Children's Hospital

SALARY : R1 191 510 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 : Red Cross War Memorial Children's 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 requirement 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 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. Effective and efficient management of Clinical

Departments rendering appropriate, comprehensive, equitable, affordable and accessible secondary/tertiary services at Red Cross War Memorial Children's Hospital. GSA participation in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for children. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBU/s, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/ projects, which may include data collection, manipulation and analysis. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Provide platform for teaching, training, development and research. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments.

ENQUIRIES : Dr AN Parbhoo Tel No: (021) 658-5005
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 : 18 February 2022

POST 03/260 : **MANAGER: MEDICAL SERVICES GRADE 1**
 Chief Directorate: Rural Health Services

SALARY : R1 191 510 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 Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a 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 requirement 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.

CLOSING DATE : 18 February 2022

POST 03/261 : **DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES**
 Chief Directorate: Metro Health Services

SALARY : R882 042 per annum, (A portion of the package can structure according to the individual's personal needs)

CENTRE : Northern/Tygerberg Sub-structure Office

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-years health related National Diploma or Degree registerable with the South African Pharmacy Council (SAPC), South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Extensive relevant experience in the Public Sector Health Services or Health Service Management or Health Support Services. Extensive experience in policy and planning, project management and quality management. Extensive experience in Public Health preferably with a post graduate qualification in Public Health (or equivalent). Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy with experience in document and report writing and monitoring and evaluation. Knowledge of the District Health Services (DHS) and Good Interpersonal and leadership skills. Knowledge of policy as well as application of regulations, policies and procedures relevant to health service, planning and quality improvement. Knowledge of Occupational Health and Employee Health and Wellness.
<u>DUTIES</u>	:	Co-ordinate research and projects identified by the District Management. Strategically co-ordinate quality improvement initiatives for the district, inclusive of establishing functional quality management structures across the service platform. Co-ordinate the District Health Plan development process for the Sub-structure. Strategic preparation for registration with the office for Standards Compliance (National Core Standards) (NCS). Drive and co-ordinate the District Health Expenditure Review process. Assist with infra-structure projects as identified. Manage inter-sectoral initiatives for the Sub-structure.
<u>ENQUIRIES</u>	:	Mr DS Labuschagne Tel No: (021) 815 -8566
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 February 2022
<u>POST 03/262</u>	:	<u>FACILITY MANAGER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Du Noon CHC (X1 post) Vanguard CHC (X1 post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three year Diploma/ Degree in a health related or managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Computer literacy. Health sector experience.
<u>DUTIES</u>	:	General and operational management of a Community Health Centre, related services in the geographical area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Responsible for external governance including collaboration with other sectors (Whole of Society Approach). Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management.
<u>ENQUIRIES</u>	:	Ms L Appolis Tel No: (021) 202-0883/933, Email: Louise.Appolis@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 February 2022

POST 03/263 : **CLINICAL PROGRAM COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH)**
Central Karoo District

SALARY : R450 939 per annum (PN-A5), (plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE REQUIREMENTS : Central Karoo District Office (stationed in Beaufort West)
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 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) driver's license and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

DUTIES : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Beaufort West Sub District with all other quality related services.

ENQUIRIES APPLICATIONS : Ms J Nel Tel No: (023) 414-3590
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. A practical test will form part of the selection process.

CLOSING DATE : 18 February 2022

POST 03/264 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY) (X2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R388 974 per annum, (PN B1)
Grade 2: R478 404 per annum, (PN B2)

CENTRE REQUIREMENTS : George Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African 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 a Professional Nurse and Midwife. Proof of current annual registration with SANC for 2021. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatology Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness

to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Overtime and relief work in the Departments to ensure effective provision of services – including but not limited to the Prenatal, Postnatal and Neonatal/PEADS departments. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetric and Neonatology Department

DUTIES : Provide holistic, quality health care and education according to individual needs of patients, family and the community. Manage and Utilize Human and Physical Resources effective. Support of supervisor with Staff Supervisory Function. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES : Ms D Williams Tel No: (044) 802-4371/ 4537
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 : 18 February 2022

POST 03/265 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**
 Directorate: Communications

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Communication, Journalism, Public Relations or Media Studies. Experience: Appropriate experience in a communication, public relations or marketing environment, which includes. Appropriate client management experience and internal communication in corporate communications in public service. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competences (knowledge/skills): Client management experience. Experience in working with an advertising agency. Excellent verbal and written communication skills. Content management for both web and internal communications. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Strong interpersonal skills.

DUTIES : Provide corporate support to Business Units. Responsible for the production of corporate communication. Project and Event Management with advertising agency including traffic management. Provide copy writing service to business units and strategic corporate and campaign communication. Align strategic messaging with corporate, campaign and web communication channels.

ENQUIRIES : Mr M van der Heever Tel No: (021) 483- 3716
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 : 18 February 2022

POST 03/266 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**
 Groote Schuur Hospital

SALARY : R382 245 per annum
CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or Public Administration/Management/ Finance NQF level 6/7. Experience: Appropriate experience in asset management and in a supervisory capacity. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivot tables. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248
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 : 18 February 2022

POST 03/267 : **BED MANAGER**
Chief Directorate: Metro Health Services

SALARY : R382 245 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with an appropriate Health Professions Council. Experience: Appropriate experience in a physical rehabilitation health environment. General Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package (MS Word, MS Excel and MS Powerpoint). Knowledge of bed management and an understanding of the flow of patients within the Public Health sector. Ability to function and make decisions independently, to collect and collate information, critically analyse data and produce reports. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Develop, implement and manage Bed Manager policies, protocols and procedures within the hospital. Manage information of patients and statistics in relation to bed management and provide regular reports to Hospital Management. Plan, co-ordinate and manage patient referrals from other health facilities. Collaborate with WCRC medical, nursing, allied workers and administrative disciplines regarding the planning, processing and utilisation of hospital resources to ensure effective and efficient flow of patients into and within the institution and to optimise bed utilisation. Establish and maintain close working relationships with other provincial institutions and districts, collaborating with referring institutions and community-based services to optimise flow into WCRC. Corporate governance of Bed Management component.

ENQUIRIES : Dr HE Sammons Tel No: (021) 370 2313/5.
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 : 18 February 2022

POST 03/268 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: Metro Health Services

SALARY : R382 245 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or SA Nursing Council. Registration with a professional council: Current registration with a South African statutory Health Professions Council. Experience: Appropriate experience in Health Services. Appropriate managerial experience. Inherent requirement of the job: Valid drivers (code B/EB) license. Competencies (knowledge/skills): Ability to direct a multi-disciplinary team within the parameters of matrix management to ensure good quality Healthcare in the Institution, understanding healthcare legislation and related legal and ethical healthcare practices. Computer literate in MS Office and Outlook. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Quality Management Framework as well as the Occupational Health and Safety Act, Infection Prevention and Control standards, and Health Risk Management. Strategic leadership and management skills in creative problem solving, decision-making, research, with the ability to analytically interrogate information, and prepare and present reports to internal and external stakeholders.

DUTIES : Coordinate and ensure effective systems are developed and maintained for assurance including Occupational Health and Safety, Infection Prevention and Control, Risk Management and Disaster Management. Coordinate interventions aimed at improving the patient experience and respond to consumer enquiries by investigating and managing complaints and adverse incidents within the context of Functional Business Unit (FBU) management, in addition to supporting activities that demonstrate appreciation and care of staff. Effective development, coordination, monitoring and evaluation and reporting of the quality management programme, quality improvement initiatives, and standard operating procedures in line with applicable health policies and standards, to internal and external stakeholders. Ensure that the Institution achieves compliance with the Ideal Hospital Monitoring Framework requirements and the OHSC Norms and Standards and coordinate and participate in audits to maintain quality. Manage and supervise staff. Prepare management reports and provide statistical data.

ENQUIRIES : Dr E Prince Tel No: (021) 937-3122
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 : 18 February 2022

POST 03/269 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**
(9 Months Contract)
Red Cross War Memorial Children's Hospital, Rondebosch

SALARY : Grade 1: R322 746 per annum plus 37% in lieu of service benefits
Grade 2: R378 402 per annum plus 37% in lieu of service benefits
Grade 3: R445 752 per annum plus 37% in lieu of service benefits
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist (Chemistry). Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign

qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Leave dependent on departmental needs always. Competencies (knowledge/skills): Proficiency in Word, Excel and Access. Ability to perform calculations to determine concentrations, ratios. Ability to work both independently and cooperatively as a team member. Extensive laboratory experience and/or training that demonstrates the ability to successfully process samples and perform analysis. Ability to perform meticulous measurement of delicate samples and assist in the production of radiopharmaceuticals.

DUTIES : Perform in vitro investigations using Radio immuno assays such as glomerulo filtration rate determination. Provide a thyroid screening service using neonatal cord blood samples. Produce or assist with the production of radiopharmaceuticals. Act as radiation protection officer and assist in the safe ordering, storage and usage of radio-isotopes. Maintain accurate department records, assist in reports to statutory bodies and provide statistical data as required. Perform required laboratory administrative duties (including laboratory management, quality control, safety processes, process improvement, and ordering supplies), training of other staff, and other duties and projects as required.

ENQUIRIES : Dr A Brink, Tel No: (021) 021 658-5367
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 : 18 February 2022

POST 03/270 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
 Overberg District

SALARY : R321 543 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma /Degree. Experience: Appropriate experience in Human Resources administration (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Appropriate experience in Supervision. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Ms N Fudu 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.

CLOSING DATE : 18 February 2022

POST 03/271 : **SENIOR PERSONNEL PRACTITIONER (RECRUITMENT AND SELECTION)**
Directorate: People Practices and Administration

SALARY : R321 543 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Human Resource with appropriate experience. Experience: Appropriate experience in Human Resource Management service in respect of Recruitment and Selection processes. Inherent requirement of the job: Valid Code (B/EB) drivers' license. Competencies (knowledge/skills): Knowledge and experience of PERSAL. Good analytical skills. Good organisational skills Advanced writing skills. Skills in MS Office (Word/Excel /PowerPoint, etc).

DUTIES : Render an effective and efficient 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 processes for SMS and salary levels 1 – 12 posts including logistical arrangements. Draft submissions for the filling of all posts including cabinet submissions for SMS posts. Scrutinise motivations and accompanying documentation. Investigate grievances in respect of Recruitment and Selection processes. Provide assistance and advice in respect of conciliation/arbitration. Identify areas of training and implement training programmes/information sessions on existing and new policies and prescripts. Provide input in the application of HRM policies and prescripts. Conduct audits at Institutions and draft audit reports. Supervision of staff.

ENQUIRIES : Ms C Dawood Tel No: (021) 483-5426
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 : 18 February 2022

POST 03/272 : **ARTISAN PRODUCTION GRADE A TO C (FIRE PREVENTION)**
Groote Schuur Hospital

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: 266 109 per annum

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Current Registration in the Field of Fire Prevention with the South African Qualification Control Council in accordance with SABS. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official languages of the Western Cape. Learn and comply with in-house systems and procedures.

DUTIES : Provide strategic planning for the Division and all Firefighting equipment, maintenance under the estate's control. Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools. Assist Supervisor with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions. Handle all telephonic queries to and from departments within the workshop and hospital. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.

ENQUIRIES : Mr K Mgcodo, Tel No: (021) 404-6251, Mr N Hermans Tel No: (021) 404-6230

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- CLOSING DATE** : 18 February 2022
- POST 03/273** : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**
West Coast District
- SALARY** : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: R266 109 per annum
- CENTRE** : Radie Kotze Hospital, Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. **Grade C:** At least 34 years appropriate / recognisable experience in the area after obtaining the relevant trade test certificate. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Ability to perform standby duties. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Technical analysis and report writing skills and Supervisory skills. Inventory Control System knowledge. Ability to draw up specifications for contract work, contractors and site inspections.
- DUTIES** : Oversee production of objects with material and equipment according to job specifications. Ensure maintenance, inspection, repair and servicing of electrical items and all other equipment. Ensure compliance with quality assurance with regard to the facility as well as equipment. Perform administrative and related functions with regard to the workshops. Manage performance of staff and supervision of the workshop. Drafting of specification for contract work, contractors and sight inspections.
- ENQUIRIES** : Mr BF Abrahamse Tel No: (022) 913-1337
- 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** : 18 February 2022
- POST 03/274** : **ADMINISTRATION CLERK: SUPPORT**
West Coast District
- SALARY** : R176 310 per annum
- CENTRE** : Swartland Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in line with the Duties (key result areas/outputs). Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Willingness to perform overtime/standby duties when required. Willingness to Travel. Ability to lift/move Corpse/Patients and other equipment. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify/validate data, work accurately and methodically. Good interpersonal and organizational skills. Computer literacy (MS Word, Excel and Outlook).
- DUTIES** : Render an effective and responsive Telecom operator service for the Swartland Sub-District. Responsible to ensure effective Camera (CCTV monitoring system) and maintenance thereof. Issuing and collecting Access control cards as well as maintaining of a reliable database. Manage an effective Key management system for institution. Ensure effective and efficient control of Equipment within the Support Services Component. Support transport officer with managing of GG transport. Assist Supervisor with daily tasks pertaining to the following: (Laundry, Porter Services, Mortuary, Grounds Maintenance and Contract Management) as well as supervising of staff.
- ENQUIRIES** : Mr LE Kortje Tel No: (022) 487-9206
- 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 could be required /subjected to a practical exercise.

CLOSING DATE : 18 February 2022

POST 03/275 : **GENERAL FOREMAN (GROUNDS AND GARDENING)**

SALARY : R147 459 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in a gardening environment. Appropriate supervisory experience. Appropriate experience of Staff Performance Management System. Inherent requirements of the job: Valid Code (B/EB) driving license (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the fare does not exceed 3500kg). Willingness to work shifts (weekends and public holidays). Ability to operate and drive various makes of tractors. Competencies (knowledge/skills): Ability to communicate effectively in two of the three official languages of the Western Cape. Sound knowledge of gardening, including landscaping and irrigation systems. Be able to maintain, operate and drive various tractors as well as grease tractors and slashes. Be able to operate machinery (lawn movers, long-arm saws and weed-eaters). Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service.

DUTIES : Control the utilisation of personnel to ensure service delivery and maintenance of various machinery and tractors. Control the physical resources and promote the optimal utilisation of machinery and implements. Ensure that disciplinary procedures are effectively enforced. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to Senior Administrative Officer: Support Services.

ENQUIRIES : Mr J Roberts Tel No: (021) 938-4121
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg 7505.
FOR ATTENTION : Ms Z Mtshisazwe
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 February 2022

POST 03/276 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R124 434 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience with workshop tools. Inherent requirements of the job: Willingness to travel. Capability to do strenuous physical labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.

DUTIES : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and materials are available when needed. Assist the Artisans in the execution of their duties.

ENQUIRIES : Mr R Ganief Tel No: (021) 440 3191/2
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.
FOR ATTENTION : Ms A Stephens
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 February 2022

POST 03/277 : **STERILIZATION PRODUCTION OPERATOR (CSSD)**
Red Cross War Memorial Children`s Hospital

SALARY : R124 434 per annum

CENTRE REQUIREMENTS : Red Cross War Memorial Children`s Hospital
: Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate relevant experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilization and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Assist with lifting and pushing heavy equipment. Assist with processing of respiratory equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES APPLICATIONS : Ms B Ludick Tel No: (021) 658-5763
: The Chief Executive Officer: Red Cross War Memorial Children`s Hospital, Rondebosch, 7700

FOR ATTENTION NOTE : Ms Tembisa Nqola
: No payment of any kind is required when applying for this post. Shortlisted candidates may be expected to undergo a competency test.

CLOSING DATE : 18 February 2022

POST 03/278 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R104 073 per annum
: Wesfleur Hospital
: Minimum requirement: Basic numeracy and literacy skill. Experience: Appropriate experience in a hospital Food Service Unit. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

ENQUIRIES APPLICATIONS : Mr R Cupido Tel No: (021) 571-8040
: The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION NOTE : Mr SD Hlongwane
: No payment of any kind is required when applying for this post.

CLOSING DATE : 18 February 2022

POST 03/279 : **FOOD SERVICE AID**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R104 073 per annum
: New Somerset Hospital
: Minimum requirement: Basic numerical and literacy skills. Experience: Appropriate experience in an appropriate industrial food service environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, and

night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the Hospital. Competencies (knowledge/skills): Have knowledge and understanding of the basic food groups and cooking methods. Willingness to work shifts, weekends and public holidays. The ability to communicate efficiently in two of the three official languages of the Western Cape. Prepare and cook meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Ability to prepare food according to standardised recipes. Ability to be trainable in preparing of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

DUTIES

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ENQUIRIES

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APPLICATIONS

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FOR ATTENTION

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NOTE

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CLOSING DATE

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Ms L Vermeulen Tel No: (021) 402-6224

The Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

Mr M Samodien

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

18 February 2022