

**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 04/249** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**  
Red Cross War Memorial Children`s Hospital

**SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Red Cross War Memorial Children`s Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).

**DUTIES** : Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.

**ENQUIRIES** : Dr AN Parbhoo Tel No: (021) 658-5005

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

**NOTE** : No payment of any kind is required when applying for this post. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subjected to competence assessment tests.

**CLOSING DATE** : 25 February 2022

<b><u>POST 04/250</u></b>	:	<b><u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY) (X2 POSTS)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R571 242 per annum, (PN- A7)
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital (General Specialist and Emergency Services)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving and decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.
<b><u>DUTIES</u></b>	:	Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Management of all aspects of human resources – including people development and labour relations. Management of material and financial resources – including bed management. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation
<b><u>ENQUIRIES</u></b>	:	Ms RM Bezuidenhout Tel No: (023) 348-1104
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 04/251</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (MEDICINE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R450 939 per annum (PN-B3)
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital (General Specialist and Emergency Services)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job:

Flexibility to perform official after-hour and weekend standby duties for the hospital. Willingness to work night shifts, act on behalf of supervisor and work in Covid19 areas. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving and decision making, conflict resolution, interpersonal and communication skills. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing, infection prevention and control and quality assurance. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

**DUTIES** : Overall responsible for the coordination and delivery of quality nursing care within the functional business unit (FBU) and overall coordination of the discharge lounge. Development, monitoring and implementation of policies, guidelines, standards, procedures and regulations within nursing. Management of human resources – including staff performance, people development and labour relations. Management of material and financial resources – including bed management. Effective functional business unit management and information management to enhance service delivery.

**ENQUIRIES** : Ms RM Bezuidenhout Tel No: (023) 348-1104  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

**CLOSING DATE** : 25 February 2022

**POST 04/252** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) CLINICAL FACILITATOR**

**SALARY** : Grade1: R388 974 per annum, (PN-B1)  
 Grade 2: R478 404 per annum, (PN-B2)

**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent Requirements of the job: Must be prepared 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 related to the Specialty area Ability to promote quality patient care through the setting, implementation, and monitoring of standards Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.

**DUTIES** : (key result areas/outputs): Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training, updating of skills and competencies as well as the orientation programme for nurses and students. Evaluate and assess the competencies and skills of nursing personnel and students, appropriate placement and accompaniment of nursing personnel and nursing students. Effective Management of Physical, Human and Financial resources. Promote Research.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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** : 25 February 2022
- POST 04/253** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: IPC, QA AND OHS)**  
Garden Route District
- SALARY** : Grade 1: R388 974 per annum, (PN-B1)  
Grade 2: R478 404 per annum, (PN -B2)
- CENTRE** : Oudtshoorn Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and Financial management. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Support the Health Establishments (HE) staff meet the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital Realisation and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training data base. Monitor data quality in the Health Establishment.
- ENQUIRIES** : Ms H Human, Tel No: (044) 203-7203
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 04/254</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS, IPC AND QA)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R388 974 per annum, (PN-B1) Grade 2: R478 404 per annum, (PN -B2)
<b><u>CENTRE REQUIREMENTS</u></b>	:	False Bay Hospital 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC. 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 with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).
<b><u>DUTIES</u></b>	:	Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management and Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms B Tyutu Tel No: (021) 832-5206, E-mail: <a href="mailto:bianca.tyutu@westerncape.gov.za">bianca.tyutu@westerncape.gov.za</a> Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payments of any kind are 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.
<b><u>CLOSING DATE</u></b>	:	25 February 2022
<b><u>POST 04/255</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (INTEGRATED SCHOOL HEALTH PROGRAM)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R260 760 per annum Grade 2: R320 703 per annum Grade 3: R388 974 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<b><u>CENTRE</u></b>	:	Beaufort West PHC

- 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Experience of working with learners or youth and group facilitating skills. Ability to work independently but also as part of a team.
- DUTIES** : Provide clinical screening school health services to learners with parental consent in schools (including special schools) and support the school health team and the teacher/Department of Education as part of the team within the school environment to ensure implementation of ISHP. Plan, participate, implement and evaluate Health Promotion & Prevention initiatives in the school learner community. Conduct health education to the school community and monitor referrals/ feedback of learners to the facility. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays and link with community structures working with youth. Collect data and submit reports.
- ENQUIRIES** : Ms J Nel Tel No: (023) 414-3590
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status
- CLOSING DATE** : 25 February 2022
- POST 04/256** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**  
West Coast District
- SALARY** : R176 310 per annum
- CENTRE** : Vredenburg Hospital, Saldanha Bay 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 practical asset management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Physically able to lift/move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Sound theoretical and practical knowledge of policies regarding Financial and Supply Chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS). Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Maintain and update asset register. Procure assets and services on IPS and adjudicated. Ensure all transactions comply with the legislative requirements. Manage asset movement, inventory update, bar-coding and maintenance of equipment. Undertake Interim and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
- ENQUIRIES** : Ms JE Basson Tel No: (022) 709-7276

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

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

**CLOSING DATE** : 25 February 2022

**POST 04/257** : **CLEANER (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R104 073 per annum

**CENTRE** : Lotus River CDC (X1 Post)  
District Six CDC (X2 Posts)

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirement of the job: Must be physically fit to lift heavy objects. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment. Knowledge of covid-19 infection control processes.

**DUTIES** : Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards including Covid-19 protocols. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Effective Waste Management. Render support services to Housekeeper supervisor and management.

**ENQUIRIES** : Ms G Jones Tel No: (021) 703-3131, Email: Gaironessa.Jones@westerncape.gov.za (**Lotus River CDC**)  
Mr R Christoffels Tel No: (021) 833-4500, Email: Reuben.Christoffels@westerncape.gov.za (**District Six CDC**)

**APPLICATIONS** : The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

**FOR ATTENTION** : Mr F Le Roux

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

**CLOSING DATE** : 25 February 2022

**POST 04/258** : **PORTER**  
Chief Directorate: Rural Health Services

**SALARY** : R104 073 per annum

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in the porter services. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be able to work standby including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one’s feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

**ENQUIRIES** : Mr JP Arendse Tel No: (023) 348–1125

**APPLICATIONS** : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION** : Mr R Hill

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

**CLOSING DATE** : 25 February 2022