

**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 17/214 : **DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 (RADIOBIOLOGY) (5/8TH POST)**

SALARY : Grade 1: R544 014 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist. Experience: A minimum of 3 years' appropriate experience as a Medical Biological Scientist in Radiation Biology. Competencies (knowledge/skills): Excellent knowledge of basic and clinical radiobiology. Knowledge of oncology and cancer biology. Knowledge of basic laboratory and clinical research methodology. Good analytical and communication skills. Ability to work well independently and in a team.

DUTIES : Scientific and clinical support (Clinical radiobiology, laboratory, protocol review and clinical audits. Administration and management (Health and safety, laboratory operations, training programs) Teaching and research (Student teaching and supervision, research project development, data collection, analysis and dissemination).

ENQUIRIES : A Hunter Tel No: (021) 404-3135

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 : 27 May 2022

POST 17/215 : **CHIEF OCCUPATIONAL THERAPIST GRADE 1**
(Rural Health Services)

SALARY : R473 112 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum requirement: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Experience: A minimum of 3 years' appropriate experience in Occupational Therapy after registration with the HPCSA. Competencies (knowledge/skills) Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.

DUTIES : Lead, coordinate and supervise the delivery of Occupational Therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups and families. Supervise, support and evaluate subordinates and development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling and presenting statistical data and monthly reports.

ENQUIRIES : Ms EV Bruinders Tel No: (044) 802-4410
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
CLOSING DATE : 27 May 2022

POST 17/216 : **CHIEF ARTISAN: GRADE A (ELECTRICAL)**

SALARY : Grade A: R392 283 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate trade test certificate in the Hospital/Industrial Electrical Engineering Environment. Experience: 10 years post qualification experience at an Artisan/Artisan Foreman Level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to perform MV Switching and design, write, specifications, Project manage, manage people. High Level of Computer literacy. Multitask and Problem Solve in the Electrical Engineering Field.

DUTIES : Provide strategic planning for the Engineering Division and provide a maintenance service under the Engineering Division's control. Collect, Log, and Track repair requisitions and Electrical Projects. Perform Electrical work and perform MV Switching. Assist in ordering and controlling the workshop inventory, materials and tools. Manage all Contractors, Contracts and Liaise with Health Infrastructure and Engineering Staff. Handle and transfer all telephonic queries to relevant departments within the workshop and hospital and liaise with all relevant personal in ensuring Groote Schuur Hospital is compliant with regulations and that service providers and agents are compliant. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment, Keep a record of all repairs and perform the necessary administrative functions.

ENQUIRIES : Mr D Smith Tel No: (021) 404-6201
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 : 27 May 2022

POST 17/217 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
CENTRE : Delft Community Health Centre, Northern/Tygerberg Sub-structure
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. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Basic computer literacy. 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. Effective communication, interpretation, leadership, decision making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Co-ordinate and maintain an optimal, specialised nursing service in the emergency Unit. Effective integrated execution of all clinical programmes (i.e. Acute, Chronic, Emergency and trauma). Effective management of Support

Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, participation in training and orientation of staff), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including MDT. Effective communication on all levels of service delivery. Support to nursing services. Maintain professional growth and self-development.

ENQUIRIES : Mr MP Khohliso Tel No: (021) 954 2237
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 to candidates who apply for the first time for registration in the post basic qualification: Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General".

CLOSING DATE : 27 May 2022

POST 17/218 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE ADMIN (INFORMATION MANAGEMENT)**
 (Rural Health Services)

SALARY : R321 543 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Degree/Diploma (or equivalent). Experience: Appropriate experience in Health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel and work after-hours when required. Competencies (knowledge/skills): Thorough working knowledge of computer software systems: Sinjani, Clinicom, Net Term, BI. Knowledge of SCM process for procurement of ICT hardware, DITCOM process, and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, SharePoint) Knowledge with regards to Hospital data, FBU concept, Information Management policies, and Standard Operating Procedures, and Hospital business processes. Effective training, presentation, interpretation, communication, interpersonal, leadership, and conflict resolution skills. Logical thinker, with eye for detail and produce accurate and reliable outputs within a deadline-driven environment.

DUTIES : Coordinate, collect, collate, capture, and verify hospital data according to provincial policies and IM SOP. Perform data quality checks, control, monitor, verify, and submit to the next reporting level. Monitor data trends within the hospital. Coordinate information activities, campaigns, meetings, and training, within the hospital and provide support management and supervisor. Maintain information systems: hardware/ software. Oversee roll-out of new system applications and ICT equipment. Conduct internal audits. Perform People Management, labour, and disciplinary responsibilities of staff within your control.

ENQUIRIES : Ms GE Barnardt Tel No: (023) 348-6458
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to complete a practical test.

CLOSING DATE : 27 May 2022

POST 17/219 : **TYPIST**
 (Emergency and Clinical Services Support)

SALARY : R147 459 per annum
CENTRE : Forensic Pathology Service, University of Stellenbosch

REQUIREMENTS : Minimum requirement: Grade 9 plus computyping. Experience: Appropriate experience of Dictaphone typing in a medico-legal environment. Inherent requirement: No criminal record. Willingness to work overtime on weekends and public holidays. Competency: Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Good interpersonal and organisational skills. Ability to work under pressure, interpret and apply policies. Computer literate (i.e. MS word and Excel).

DUTIES : Effective and efficient typing of post-mortem reports. Effective administrative support to Division for Forensic Medicine US/FPS. Effective management of Forensic database. Effective management of Forensic documentation.

ENQUIRIES : MS L Jansen Tel No: (021) 931-8043

APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Ms CA Machelm

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.

CLOSING DATE : 27 May 2022

POST 17/220 : **CLEANER**
(Central Karoo District)

SALARY : R104 073 per annum

CENTRE : Prince Albert Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. (Attach proof) Experience: Appropriate experience as a cleaner in a Health Facility. Appropriate experience with the use of cleaning equipment, materials and detergents. Appropriate infection control and occupational health and safety experience. Inherent requirements of the job: Willingness to work shifts (weekends and public holidays) and willingness to be trained and relief personnel in other departments as the need arises (CSSD, Workshop, Laundry, Kitchen) etc. Physically fit and able to lift and or move heavy objects and supplies. Competencies (knowledge/skills): Fluency (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Plan and organise cleaning of facility with available resources. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

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.

CLOSING DATE : 27 May 2022

POST 17/221 : **FOOD SERVICES AID**
(Metro Health Services)

SALARY : R104 073 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities (basic mathematics). Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Physically strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen. The ability to read, speak and write in two of the three official languages of the Western Cape.

DUTIES : The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.

ENQUIRIES : Mr R Broekhuizen Tel No: (021) 918-1385
APPLICATIONS : The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

FOR ATTENTION : Ms V Marrion
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 May 2022

POST 17/222 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONS) (24 HOURS PER WEEK)**
Cape Winelands District

SALARY : Grade 1: R532 per hour
Grade 2: R608 per hour
Grade 3: R706 per hour

CENTRE : Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Family Physician). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and computer literacy (Ms Office: Word, PowerPoint and Excel). Good communication skills (verbal and written) in at least two of three official languages of the Western Cape. Clinical competencies (District Hospital package of care and PHC services). Skills in performing and supervising applied research projects. Skills in teaching, clinical teaching and clinical training.

DUTIES : Training complex coordinator for the registrar programme in partnership with the University of Stellenbosch Teaching, clinical teaching and clinical training of students. Performing or supervising research projects. Be part of the District Health management team and support management in the planning and governance of clinical services in the district. Support and develop, maintain and monitor protocols for proper clinical governance of the DHC services. Conduct and support clinical audits, appropriate to the needs of the district and liaise with specialists at the referral hospital.

ENQUIRIES : Ms H Liebenberg Tel No: 023 348 8118,
Handri.Liebenberg@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.
CLOSING DATE : 27 May 2022