

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 25 July 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 25/249** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 19/2022 (X2 POSTS)**  
12-Month Contract Period

- SALARY** : R321 543 per annum (Level 08), plus 37% lieu in service benefits
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in the field of Policing/Law or similar; A minimum of 1-year relevant investigation or related experience; A valid code B (or higher) driving license. Competencies: Knowledge of information management and public administration; Skills in the following: Written and verbal communication; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Interpersonal relations; Planning and organisation; Flexibility; Ability to work independently and as part of a team.

- DUTIES** : Consultation with new complainants; Independent investigation of complaints in compliance with the process flow and timelines set in the SOP; Compile and maintain in-depth reports in respect of complaints investigated; Maintain stakeholder and customer relations by attending outreach events and community meetings during and after office hours, as requested in consultation with supervisor and management.

- ENQUIRIES** : Mrs A Lewis at Tel No: (021) 483 0669

- POST 25/250** : **INVESTIGATING OFFICER: WESTERN CAPE POLICE OMBUDSMAN REF NO: CS 20/2022**

- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in the field of Policing/Law or similar; A minimum of 1-year relevant investigation or related experience; A valid code B (or higher) driving license. Competencies: Knowledge of information management and public administration; Skills in the following: Written and verbal communication; Proven computer literacy in MS Office packages (Word, Excel, PowerPoint); Interpersonal relations; Planning and organisation; Flexibility; Ability to work independently and as part of a team.

- DUTIES** : Consultation with new complainants; Independent investigation of complaints in compliance with the process flow and timelines set in the SOP; Compile and maintain in-depth reports in respect of complaints investigated; Maintain

stakeholder and customer relations by attending outreach events and community meetings during and after office hours, as requested in consultation with supervisor and management.

**ENQUIRIES** : Mrs A Lewis at Tel No: (021) 483 0669

#### 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 25/251** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R1 122 630 per annum  
Grade 2: R1 283 592 per annum  
Grade 3: R1 489 665 per annum  
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Worcester Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.

**DUTIES** : Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centres in the Drainage area of Worcester hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

**ENQUIRIES APPLICATIONS** : Dr C van der Westhuizen Tel No: (023) 348 1100  
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** : 22 July 2022

<b><u>POST 25/252</u></b>	:	<b><u>CHIEF QUANTITY SURVEYOR</u></b> Directorate: Infrastructure Programme Delivery
<b><u>SALARY</u></b>	:	R912 048 per annum. (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Degree in Quantity Surveying. Registration with a professional council: Registered as Professional Quantity Surveyor with SACQSP. Experience: A minimum of 6 years post qualification Quantity Surveying experience required. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Contract documentation and administration, act/regulations of Occupational Health and Safety (OHS-Act), national building, SANS and all relevant built environment legislation; Programme/project management, research and planning procedures; Financial management; Project management, formulation of policies in a multi-disciplinary professional environment; Leadership, communication, organising and teamwork; Conflict management; Ability to work under pressure and meet deadlines. Ability to work in a team. Computer literacy (MS Office), Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Quantity Surveying analysis effectiveness: Perform final review and approvals or audits on quantity survey procedures; Coordinate quantity surveying efforts and integration across disciplines to ensure seamless integration with current technology. Maintain quantity survey operational effectiveness: Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity surveying services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity surveying environment/services. Manage the following: The operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Commercial added value of the discipline-related programmes and projects; Facilitate the compilation of Innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor, and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practise and organisational requirements provide technical specialist services for the operation of quantity surveying related matters to minimise possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity surveying services according to organisational needs and requirements manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<b><u>ENQUIRIES</u></b>	:	Ms L Spieringshoek-Martins, email: <a href="mailto:Lynn.Spieringshoek@westerncape.gov.za">Lynn.Spieringshoek@westerncape.gov.za</a>
<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>	:	22 July 2022

<b><u>POST 25/253</u></b>	:	<b><u>DEPUTY DIRECTOR: POLICY AND SYSTEMS</u></b> Directorate: Health Technology
<b><u>SALARY</u></b>	:	R744 255 per annum. (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Cape Town Minimum educational qualification: Appropriate three-year National Diploma or Degree in Electrical or Mechanical or Clinical Engineering. Experience: Extensive experience in the management of Clinical Engineering or Health Technology. Extensive experience in the function, application, and life cycles of medical equipment. Experience in designing and implementing policies, systems and procedures that will enhance the effectiveness Health Technology. Inherent requirements of the job: Valid driver's license. Willing to travel throughout the Western Cape Province and stay away from home. Competencies (knowledge/skills): Understanding of international standards applicable to public and private health institutes. Computer literacy (MS Office, Outlook and Internet). Ability to compile and implement policies and procedures for medical equipment preventative maintenance, repair and optimal usage. Ability to develop and implement training programs for users and technical staff. Understanding the relevance and application of medical equipment maintenance.
<b><u>DUTIES</u></b>	:	To liaise with and support objectives and policies of HTM Sub directorates: Operations and Projects. Write, implement, and update policies and standard operating procedures for the maintenance and use of medical equipment. Provide and facilitate training for user and technical staff on medical equipment. Implement systems that will enhance the productivity and accountability of the Directorate. Monitor the effectiveness of all repair facilities under the control of Health Technology. Research, monitoring, and implementation of corrective actions due to adverse event reporting.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Zigayi Tel No: (021) 815-8638 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 CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post. 22 July 2022
<b><u>POST 25/254</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A TO C</u></b> Directorate: Engineering and Technical Services
<b><u>SALARY</u></b>	:	Grade A: R628 014 per annum Grade B: R718 062 per annum Grade C: R809 634 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: <b>Grade A:</b> At least 3 years' appropriate/recognisable experience in this profession after qualification. <b>Grade B:</b> At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. <b>Grade C:</b> At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of the Western Cape Infrastructure Delivery Management System (WC IDMS) and also knowledge of risk analysis and risk mitigation strategies. Understanding of the health service delivery platform, indicators and service plan and how that links with infrastructure. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least

- two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Prepare schedules for Maintenance projects for U-amp and Budget statements. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring of contracts, assist with and manage Maintenance contracts. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
- ENQUIRIES** : Mr C Badenhorst Tel No: (021) 830 3752
- 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** : 22 July 2022
- POST 25/255** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (QUALITY MANAGEMENT, IPC AND OHS)**  
Chief Directorate: Metro Health Services
- SALARY** : R450 939 (PN-A5) per annum
- CENTRE** : Khayelitsha Eastern Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 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) drivers license. Willingness to travel in the Khayelitsha/Eastern Geographic area. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive reports. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.
- DUTIES** : Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOPs) in respect of Infection Prevention and Control. Support and engage Facility Managers and Institutions to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to OHS; IPC and Risk Management in line with National and Provincial policies and Core Standards. Support OH and S committee for effective functioning and plan and coordinate OHS meetings. Willingness to do extended hours and weekends when needed and travel in the KESS Geographic area and other.
- ENQUIRIES** : Ms N Khumalo Tel No: (021) 360-4622
- 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** : 22 July 2022

<b><u>POST 25/256</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (PMTCT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R450 939 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (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 Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to provide in-service training to all levels of staff and analyse Health System Information. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, PowerPoint and Excel). Appropriate experience in HIV and PMTCT care and NIMART/CIMART.
<b><u>DUTIES</u></b>	:	Evaluate PMTCT (Prevention of Mother to Child Transmission) systems and recommend system improvements and management and oversight of patient care activities within the facility related to the PMTCT programme. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Implement the use of revised obstetric tools that integrate HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Improve clinical record keeping, data collection and information flow of PMTCT activities. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Effective communication, supervision, training, performance management and relations with staff, policy implementation and quality improvement initiatives in general Antenatal care as well as in Labour wards.
<b><u>ENQUIRIES</u></b>	:	Ms S Basardien Tel No: (021) 402-6485
<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>	:	22 July 2022
<b><u>POST 25/257</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Overberg District
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid Code B/EB driver's license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognize and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.
<b><u>DUTIES</u></b>	:	Strategic and Operational Management of Finance and Supply Chain Management Strategic and operational Management of Revenue and Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management Ensure effective Revenue Management. Ensure Compliance Management Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

**ENQUIRIES** : Mr AP Niekerk Tel No: (028) 214-5800  
**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** : 22 July 2022

**POST 25/258** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (PEOPLE MANAGEMENT)**  
Chief Directorate: Metro Health Services

**SALARY** : R382 245 per annum  
**CENTRE** : Metro Health Services (Based at Bellville Health Park)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in a Human Resource related field. Experience: Appropriate experience in all aspects of People Management which include Human Resource Management (HRM). Appropriate experience in appointment requirements and grade progression for OSD and non-OSD ranks. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel within the Metropole. Competencies (knowledge/skills): Sound knowledge of the Public Service Regulatory Framework, i.e., Public Service Act, 1994 (as amended), Public Service Regulations, 2016, Labour Relations Act, 1995 (as amended), etc Extensive knowledge of government Human Resource policies and legislation. Problem solving, lateral thinking and data analytical skills. Computer literacy (Excel spreadsheets, MS Word, MS PowerPoint). Excellent communication and presentation skills and ability to work in a team. Fluency in at least two of the three official languages of the Western Cape.

**DUTIES** : Management of PILIR processes within the Chief Directorate MHS including monthly reporting to Head Office. Management of SPMS/PERMIS within the Chief Directorate MHS. Management of grade progressions and salary determinations. Provide a support service and render strategic advice to institutions with regard to conditions of service, e.g. RWOEE, E-disclosure, Long service recognition, retirement without penalisation, overseas visits, sabbatical leave, annual overtime, etc. Analyse the application of human resource policies and practices and provide training when required. Keep an updated Registry system of all annual circulars. Monitor and reporting on the monthly overtime reports.

**ENQUIRIES** : Ms A Verwey Tel No: (021) 815 8840  
**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** : 22 July 2022

**POST 25/259** : **ASSISTANT DIRECTOR: PROJECT MANAGER: INFORMATION MANAGEMENT**  
Directorate: Information Management  
(1 Year Contract)

**SALARY** : R382 245 per annum, plus 37% in lieu of service benefits  
**CENTRE** : Head Office: Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree (Information Technology, Information Management, Information Systems). Experience: Appropriate experience in Information System Project Management. Appropriate experience in implementing Health Information Systems, but not limited to WCG. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and be away from home. Competencies (knowledge/skills): Good presentation, communication and writing skills. Good analytical and problem-solving skills. Good inter-personal skills and ability to collaborate with others and to work as part of a team. Ability to work under pressure. Good time management skills. In depth knowledge in Information Management. Knowledge of Information Technology and computer hardware Knowledge of BMC call logging system. Advance knowledge in Project Management. Advance

Computer literacy (MS office suite) including MS Project. Familiar with health information systems like PERSAL, Adverse Incident Monitoring System, PHCIS, Clinicom, HECTIS, CARES, etc. Experience in systems training to individual and large groups. Excellent numerical, analytical communication, interpersonal and teamwork skills. Knowledge of Change management. Knowledge of health services in the Western Cape. Proficiency in at least two of the three official languages of the Western Cape. In Depth Knowledge of system implementation. Excellent leadership skills. Excellent report writing skills. Excellent presentation and communication skills. Teamwork. Excellent time management.

**DUTIES**

: Plan and co-ordinate key eHealth client projects. Identify and mitigate risks in time for the project to be successfully implemented. Participate in health Information Co-ordination activities as a member of the information management team. Manage eHealth project resources and co-ordinate project forums/meetings. Updating open calls via BMC. Manage hardware rollout to facilities. Facilitate and assist with Change Management and document all changes. Assist with work process mapping and re-engineering. Facilitate training to end users. Oversee implementation, user support, administration and Maintenance of systems implemented in eHealth projects. Facilitate and provide hands on support to eHealth systems, including assisting with access management, feedback to managers and users, updating Project plans and writing reports. Provide end user support for hardware, applications, and systems. Provide facilities with telephonic and online support when needed. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements for eHealth projects. Create and maintain comprehensive project documentation for eHealth projects.

**ENQUIRIES**

: Ms Z Vundle Tel No: (021) 483-3115

**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**

: 22 July 2022

**POST 25/260**

**DRG COSTING SPECIALIST**

Chief Directorate: Emergency and Clinical Services Support  
Directorate: Specialised Services Support  
Sub-Directorate: Diagnosis Related Groups (DRG's)

**SALARY CENTRE**

: R321 543 per annum  
: Directorate: Specialised services support sub-directorate Diagnosis related groups (DRG's)

**REQUIREMENTS**

: Minimum educational qualification: A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management. Appropriate organizational knowledge and experience of ICD-10 coding (Advantageous). Appropriate experience with using different funding models such as UPFS/Per Diem/ Fee for Service. Inherent requirement of the job: Valid unendorsed (Code B/EB) driver's license. Willingness to travel on a regular basis away from workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Excellent people, technical and conceptual skills, and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental Institutions. Computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook).

**DUTIES**

: Perform normative costing and activity-based costing of high volume and high resources services across the Western Cape Province. Costing of data through utilization of clinical records, accounts and invoices and capturing of data. Cross function and train across Clinical Coding and Training components to support sub-projects. Provision of in-house training of new staff. Administrative activities required for efficient functioning of the DRG Unit.



**ENQUIRIES** : Mr J Hopp-Abrahams Tel No: 021 826-5745  
**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** : 22 July 2022

**POST 25/261** : **INDUSTRIAL TECHNICIAN: PRODUCTION**  
Directorate: Clinical Engineering, based at Goodwood, Dental Unit

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers license and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type work. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication.

**DUTIES** : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via LOGIS system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.

**ENQUIRIES** : Mr A Moelich / Mr H Radyn Tel No: (021) 590 5007 / (021) 590 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.  
**CLOSING DATE** : 22 July 2022

**POST 25/262** : **HANDYMAN (X2 POSTS)**

**SALARY** : R147 459 per annum  
**CENTRE** : Western Cape College of Nursing. Boland Overberg Campus, based in Worcester Multi Sites (X1 Post).  
Southern Cape Karoo Campus, based in George Multi Sites (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Grade 10 (equivalent). Experience: Appropriate experience with tasks performed in a workshop environment. Appropriate work experience with handyman-related tasks (i.e. painting, building, electrical and mechanical, etc.). Inherent requirements of the job: Willingness to work overtime when requested. Capability to do strenuous physical labor. Valid Code B driver's license. Ability to do standby duties. Competencies (knowledge/skills): Basic knowledge of carpentry, electrical, mechanical, light current, Air-con and refrigeration, plumbing, painting, tiling, and other related basic functions for a Handyman. Knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Elementary maintenance, installation, and repair work in the building service as well as exterior works on the premises at Handyman level. Maintenance, including painting and unblocking sewer systems and repairs in plumbing. Elementary maintenance, installation, repair, modification, and manufacture of items, equipment, and machines in the mechanical field under the supervision of an Artisan. Elementary maintenance, repair, and installations of equipment and electrical items, and repairs in the light current field. Responsible for basic administration work and completing job cards. Effective support Supervisor/Artisan. Transport of goods.

**ENQUIRIES** : Mr CC Brown Tel No: (021) 831 5817  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Dawood  
**NOTE** : No payment of any kind is required when applying for this post  
**CLOSING DATE** : 22 July 2022

**POST 25/263** : **DRIVER (HEAVY DUTY VEHICLE)**  
Chief Directorate: Metro Health Services

**SALARY** : R124 434 per annum  
**CENTRE** : Durbanville Community Day Centre (Morning Star)  
**REQUIREMENTS** : Minimum educational qualification: Basic reading, writing and numerical abilities. Experience: Appropriate experience on transportation of passengers and goods in a health environment. Inherent requirement of the job: Valid Public Driver's Permit (PDP). Valid code C1 (code 10) manual driver's license. Work overtime as per needs requirement, shifts and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of Transport Circular U2 of 2000. The ability to communicate in at least two of the three official languages of the Western Cape Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula Good interpersonal skills Safe driving skills.

**DUTIES** : Transport goods, services, personnel and learners from one point to the other  
Transport of staff to and from various residential areas in the Western Cape Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure all vehicles are kept clean and tidy.

**ENQUIRIES** : Ms A Jaftha Tel No: (021) 444 7421 / 021 829 8330  
**APPLICATIONS** : the Director: Northern/Tygerberg Sub-structure Office, Nurses Home, 1st Floor, Bellville Health Park, Private Bag X1, Bellville 7535.  
**FOR ATTENTION** : Ms P Louw  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 22 July 2022