

**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.

- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- CLOSING DATE** : 05 August 2022
- 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 27/282** : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services
- SALARY** : R571 242 per annum (PN- A7)
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : 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 & 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.
- DUTIES** : 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. Manage and facilitate both human resources and financial aspects related to the are being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.
- ENQUIRIES** : Ms RM Bezuidenhout Tel No. (023) 348-1104
- NOTE** : No payment of any kind is required when applying for this post.
- POST 27/283** : **OPERATIONAL MANAGER NURSING (SPECIALTY: EMERGENCY CENTRE AND THEATRE)**
Central Karoo District
- SALARY** : R571 242 per annum (PN-B3), (Plus a non-pensionable rural allowance of 12% of basic annual salary)

<u>CENTRE REQUIREMENTS</u>	: Beaufort West 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or in Medical and Surgical Nursing Science: Operating Theatre Nursing or Medical and Surgical Nursing Science: Critical Nursing: General. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate and recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willing to work shifts, day-night duty, weekends, and public holidays and overtime when required by supervisor. Have a valid driver's Licence. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to function independently in a multidisciplinary team and ability to direct the team to ensure quality nursing care. Proficient in two of the three official languages of the Western Cape. Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Computer literacy and skills.
<u>DUTIES</u>	: Supervise, plan, and implement the provision of effective and efficient patient care both in Emergency Centre and Operating theatre. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, and procedures. Provide effective leadership and management of human, financial and physical resources to ensure optimal operational functions. Supervise, plan, and implement the provision of effective and efficient infection control measures. Maintain and participate in inter professional & multidisciplinary teamwork. Optimal support to the supervisor & management.
<u>ENQUIRIES NOTE</u>	: Mr TW Ntombana Tel No. (023) 414-8200 : No payment of any kind is required when applying for this post.
<u>POST 27/284</u>	: <u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	: R450 939 per annum (PN-A2) : Caledon 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. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Registration with a Professional Council Current registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends to manage hospital after hours, when required. Perform standby duties/ relief duties for Assistant Manager: Nursing. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate in at least two of the official languages of the Westerns Cape. Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Be able to function independently and as part of a multi-disciplinary team. Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer Literacy.
<u>DUTIES</u>	: The effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participative management and utilisation of physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Ensure that participation in research related activities are evident in the practice Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Ensure the promotion of Quality Assurance, Infection Prevention and control as well as Occupational Health and Safety within the Department. Collect, verify and timeous submission of accurate statistics. Deliver a support service to the Nursing Service and the institution. Maintain and promote ethical standards and the core values of the department.
<u>ENQUIRIES NOTE</u>	: Ms R Darvel Tel No: (028) 212-1070 : No payment of any kind is required when applying for this post.

POST 27/285 : **PROFESSIONAL NURSE: SPECIALTY - GRADE 1 TO 2 (CRITICAL CARE NURSING OR EMERGENCY NURSING) CLINICAL NURSE TRAINING COMPONENT**

Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : 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 duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and one of the following 1-year post-basic qualifications, namely, Critical Care Nursing or Emergency Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse 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 requirements of the job: Valid (Code B/EB) driver's license Passionate about training and research and willingness to work clinically and after hours Willingness to travel and attend formal trainings to be trained as a train-the-trainer in e.g., SATS-Triage, BLS Willingness to render acting duties/functions in the absence and on behalf of the Clinical Program Coordinator Competencies (knowledge/skills): Good professional written and verbal communication skills in at least two of the three official languages of the Western Cape. Cognitive flexibility, Responsive and Resilient, Critical and Creative thinking, Complex problem-solving skills and ability to work collaboratively within and between teams Excellent theoretical and clinical knowledge in general nursing and in critical care nursing or emergency nursing. Knowledge of relevant legislation pertaining to nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, Outlook, and PowerPoint, including presentation skills.

DUTIES : Implementation of induction, in-service and formal training for all nursing staff; continuous assessment of competencies and skills of nursing staff and coordination of mentoring and coaching program Identification, planning and provision of relevant Speciality training in critical care and emergency care, e.g. 'SATS' triage training, BLS and assisting with Fundamental Emergency Care training Mentoring and support in the integration of newly qualified and/ or appointed nursing staff Active participation in academic and ward rounds, mortality & morbidity reviews, adverse incidents and relevant audits Development and implementation of policies, clinical guidelines, protocols, standard operating procedures, and relevant nursing documentation Efficient and cost-effective management of physical and financial resources within component Effective information management through accurate collection and verification of data.

ENQUIRIES : Mrs RM Bezuidenhout Tel No: (023) 348-1104

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)"

POST 27/286 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
(Central Karoo District)

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 12 % of the basic salary)

<u>CENTRE REQUIREMENTS</u>	:	Murraysburg Health Facility
	:	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 and midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. 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 after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when necessary. Competencies (knowledge/skills): NIMART training or experience. 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 (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities.
<u>ENQUIRIES NOTE</u>	:	Mr FK Fass Tel No: (049) 844 0021
	:	No payment of any kind is required when applying for this post.
<u>POST 27/287</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R388 974 per annum Grade 2: R478 404 per annum
<u>CENTRE REQUIREMENTS</u>	:	Robertson Hospital, Langeberg Sub District
	:	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 a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable 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/recognizable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Willingness to do standby (calls out) duties. 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 realization of strategic goals and objectives of the theatre complex with regards to emergency and non-emergency operating nursing, as well as day patient care. Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. 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.
<u>ENQUIRIES NOTE</u>	:	Ms S.Kortjè Tel No: (023 6268599) Sandra.kortje@westerncape.gov.za
	:	No payment of any kind is required when applying for this post.

POST 27/288 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: CLINICAL FACILITATOR): OBSTETRICS AND GYNAECOLOGY**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: 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/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Basic Computer literacy. Good organisational skills and the ability to function under pressure. Knowledge and insight related to the specialty area. Knowledge of relevant legislation and policy related to the Specialty area.

DUTIES : Deliver a support service to the Nursing Service and the institution. Identify and coordinate learning opportunities for all nursing and related staff as well as students in the Specialty area. Initiate and participate in training, development, and research within the nursing department. Maintain ethical standards and promote professional growth and self-development.

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

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

POST 27/289 : **ASSISTANT DIRECTOR: FINANCE (PATIENT ADMINISTRATION, REVENUE AND INFORMATION MANAGEMENT)**

Chief Directorate: Metro health Services

SALARY : R382 245 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, within the Clinicom environment. Appropriate experience in Revenue Management, Patient Administration, Medical Records and Case Management. Appropriate Management and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Ability to compile, interpret, analyze reports, and knowledge of the Public Finance Management Act and Hospital Fees Memorandum Chapter 18. Extensive knowledge of medical records, revenue, information systems (HIS/Clinicom/UPFS, Sinjani and BAS), as well as ICD 10 coding. Management supervisory and leadership skills, interpersonal relations and computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Budget, cash and debt management. Maintain financial and patient information systems and provide technical support to end users. Monitor, control, analyze, interpret and report monthly statistics of departments. Overall management of the reception, admissions, medical records, revenue and information management sections. People management functions within sections.

ENQUIRIES : Ms C Pelsel Tel No: (021) 826 5791

POST 27/290 : **ASSISTANT DIRECTOR: SUPPORT SERVICES (POLICY DEVELOPMENT)**

Directorate: Strategic Planning and Coordination

SALARY : R382 245 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree in social sciences, public policy, economics, research methodology and/or related field.

		Experience: Appropriate policy development experience. Inherent requirements of the job: Valid (Code E/EB) driver's license. Competencies (knowledge/skills): Critical thinking and analytical skills. Complex problem-solving ability. Leadership and social influence (stakeholder management). Advanced communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Assist with developing policy advice to guide decision-makers with prioritisation, implementation and monitoring of interventions. Coordinate the policy life cycle, synthesise diverse information and evidence, assess the quality and limitations of research, identify measurable and meaningful indicators of effectiveness, plan and manage work Engage stakeholders and build relationship capital to understand diverse perspectives, co-create solutions and support implementation. Contribute to activities related to setting vision, strategic direction & statutory planning and incorporate future focus into policy design.
<u>ENQUIRIES</u>	:	Ms N Wilson Tel No: (021) 483 -6759, Email: Nicola.Wilson@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 27/291</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE) (X2 POSTS)</u> Directorate: Assurance
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate health-related qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in Health Science practice, and Health Service Management and appropriate experience in a mental healthcare environment. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual, and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e., PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills.
<u>DUTIES</u>	:	Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical, and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing & Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying, and collection of fees in terms of applicable legislation. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 483-3303
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 27/292</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ELECTRONICS/RESPIRATORY AND ANAESTHETICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). (Proof must be submitted). Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: A valid driver

license (Code B/EB) and willing to work afterhours. Competencies (knowledge/skills): Ability to compile technical specifications for HT equipment. Ability to manage, plan and organise. Computer literate. Excellent fault-finding abilities on electronic equipment and be able to trace faults down to component level on PC Boards. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to perform, manage and supervise the repair of Health Technology equipment in a hospital environment.

DUTIES : Candidate must attend meetings and be able to communicate effectively with clinical and other personnel as well as private sector employees. Ensure compliance with the Occupational Health and Safety Act. General administrative duties as required i.e. Write reports, specifications and record keeping of departmental activities. Manage and carry out maintenance, repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. Manage service contracts and maintenance projects.

ENQUIRIES : Dr M Kroon Tel No: (021) 659 5592

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

POST 27/293 : **PERSONAL ASSISTANT TO THE DIRECTOR -NURSING (SENIOR MANAGER NURSING)**

SALARY : R261 372 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An appropriate accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions. Experience: Appropriate experience in rendering secretarial support to Senior Management in a hospital environment. Competencies (knowledge/skills): Secretarial and office Management. High level proficiency in computer literacy (Office Suite, i.e. Word, Excel, Outlook and PowerPoint. Compilation of documents and spreadsheets. Excellent typing and organisational skills. Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and be able to work under pressure. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to function as a team. Ability to execute duties accurately and thoroughly. Ability to interact with people at all levels.

DUTIES : Provide a secretarial support service to the Senior Manager -Nursing. Ensure effective functioning of the office of the Senior Manager Nursing. Render oversight and support to administrative staff supporting the office of the Senior Manager. Provide diary management and meeting support to the manager: taking minutes, arrange meetings, collation of documents, liaison with Statutory Bodies and other stakeholders. Ensure effective and efficient administrative support to the manager: typing, filling of documents / reports, collate / compile reports. Relief and other related duties. Assist the Senior manager Nursing with Agency and Overtime budget administrative support. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables.

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

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

POST 27/294 : **PERSONAL ASSISTANT: OFFICE OF THE SENIOR MANAGER NURSING (DIRECTOR)**

SALARY : R261 372 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions. Experience: Appropriate experience in rendering a support service to Senior Management in a hospital environment. Inherent requirement of the job: Valid Code (B/EB) drivers' license. Ability to function in a team. Ability to execute duties accurately and thoroughly. Ability to interact with people at all levels. Competencies (knowledge/skills): Secretarial and Office Management. Document and Spreadsheet compilation. Excellent interpersonal and administrative organisational skills. Advanced knowledge in Excel, MS Word, PowerPoint, and Outlook Office. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure effective functioning of the office of the Senior Manager Nursing. Render oversight and support to administrative staff supporting the office of the Senior Manager. Provide diary management and meeting support to the manager: taking minutes, arrange meetings, collation of documents, liaison with Statutory Bodies and other stakeholders. Ensure effective and efficient administrative support to the manager: typing, filling of documents / reports, collate / compile reports. Relief and other related duties.

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

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

POST 27/295 : **ARTISAN PRODUCTION: GRADE A TO C (PRODUCTION/ELECTRICAL)**
Overberg District

SALARY : Grade A: R193 512 per annum
Grade B: R227 943 per annum
Grade C: R266 109 per annum

CENTRE : Swellendam- and Cape Agulhas Sub-Districts (Stationed at Swellendam Hospital)
REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience after obtaining the relevant Trade Test Certificate. **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: A valid (Code B/EB) driver's license. Willing to perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy. Problem solving and analysis skills combined with production and process knowledge.

DUTIES : Maintain and repair electrical and mechanical installations and equipment. Supervise, compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedures. Supervise and control over equipment, stock, materials and tools used within the workshop. Supervise staff, including training, divisional work schedules and completed job cards. Plan and design new installations and alterations. Support to supervisor.

ENQUIRIES : Mr T De Wet Tel No: (028) 514 8443

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

POST 27/296 : **ADMINISTRATION CLERK: SUPPORT (WARDS)**
West Coast District

SALARY : R176 706 per annum
CENTRE : Vredenburg Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays and perform overtime when and as required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Practical experience in computer skills (MS Word and Excel). Maintain and exercise confidentiality of patient's information at all times. Good interpersonal relations, organisational skills and customer care. Knowledge of the information systems i.e. Clinicom. Knowledge of LOGIS, Staff information system e.g. NIMS and the Mental Health Act; 17 of 2007.

DUTIES : Effective and efficient patient administration through liaison with clients, record keeping, documentation, faxing, filing, correspondence and telephone enquiries; keeping notice boards tidy. Effective and efficient patient administration including checking that all patients are admitted, discharged and transferred on Clinicom/information system and that prescription charts are sent to pharmacy. Ensure that all fees and administrative related documents are signed, ensuring availability of folders and necessary documents for admission. Management of material resources, assets and ordering ward stock via LOGIS/procurement system. Information management – data collection, capturing thereof and ensure timeous submission of statistics. Support to supervisor and colleagues with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.

ENQUIRIES : Ms AL Nel Tel No: (022) 709-7210

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

- POST 27/297** : **ADMINISTRATION CLERK: SUPPORT (REHABILITATION)**
Chief Directorate: Rural Health Services
- SALARY** : R176 310 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Inherent requirements of the job: Valid (code B/EB) driver's license. Willingness to work overtime when required. Experience: Appropriate experience in frontline management and general administration experience. Appropriate experience supervision and/or orientation of interns. Appropriate experience in Clinicom, and LOGIS. Competencies (Knowledge/Skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability to work under pressure and apply internal policies and procedures. Excellent organisational, time management, interpersonal and problem-solving skills. Computer literate in Microsoft package with experience in Clinicom and LOGIS.
- DUTIES** : General frontline duties. Control various documents for completeness and correctness and filing. Complete patient related documentation and appointment bookings and maintain various statistics. Effective and efficient communication and group functioning to support the allied health personnel with non-clinical functions. Effective management of stock, assets, and infrastructure of allied health departments to ensure effective functioning services. Orientation and providing training to interns and new staff.
- ENQUIRIES** : Ms EV Bruinders Tel No: (044) 802 4389
NOTE : No payment of any kind is required when applying for this post.
- POST 27/298** : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R150 438 per annum
Grade 2: R179 637 per annum
Grade 3: R214 494 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational requirement: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as a Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as a Social Auxiliary Worker after registration with the SACSSP or No experience as a Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as a Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as a Social Auxiliary Worker with the SACSSP and success completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP or No experience after registration as a Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Competencies (knowledge/skills): Good interpersonal, written and spoken communication skills. Knowledge of the various aspects of social work services in a hospital setting. Skills and knowledge of palliative care, psychosocial assessment and administration. Sound knowledge of relevant community resources. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Facilitate, co-ordinate and manage facility-based services in hospitals and PHC facilities. Quality assurance and management of health programs. Monitoring and evaluation of program objectives, goals, indicators and targets. Co-ordination of the human and physical resources and control of financial expenditure. Involvement in training programmes in conjunction with Human Resource development and training, including. Liaison with relevant role players. Special projects for implementation in FBS.
- ENQUIRIES** : Mr P Sithole Tel No: 021 826 5849
NOTE : No payment of any kind is required when applying for this post.
- POST 27/299** : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services
- SALARY** : R147 459 per annum

CENTRE REQUIREMENTS : Karl Bremer Hospital
 : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to read, speak and write in two of the three official languages of the Western Cape. The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Excellent health. Responsible for own transport. Computer literate in Microsoft Excel.

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES APPLICATIONS : Mr R Broekhuizen Tel No: (021) 918 – 1385
 : For The Chief Executive Officer, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.

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

POST 27/300 : **TELKOM OPERATOR**
 (Chief Directorate: Rural Health Services)

SALARY CENTRE REQUIREMENTS : R147 459 per annum
 : Worcester Regional Hospital
 : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating a switchboard. Inherent requirements of the job: The ability to work overtime when operational needs require. Physically able to hear and speak clearly. Competencies (knowledge/skills): Listening skills and telephone etiquette. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Delivering an effective and prompt telephone service to the public, client and personnel of the Hospital. Making announcements, conveying urgent messages, and locating staff. Support the management of equipment and systems. Support the efficient HR and financial management of the component.

ENQUIRIES APPLICATIONS : Ms D Hartnick Tel No: (021) 348-1240
 : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

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

POST 27/301 : **GENERAL WORKER (STORES ASSISTANT)**
 Overberg District

SALARY CENTRE REQUIREMENTS : R104 073 per annum
 : Hermanus Hospital
 : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores environment. Inherent requirement of the job: Valid Code B/EB drivers' licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work independently and in a team. Ability to work in a physically demanding environment.

DUTIES : Deliver stock to wards and other departments on the hospital premises and Clinics in the Overstrand Sub-district. Ensure issued vouchers are returned to the relevant clerk to capture and file. Assist Clerk with the receipt, pack, unpack, store and issue stock according to standards. Assist Asset Management with annual count and physical

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

- : disposal of items. Assist Supply Chain staff with stock-take, general office duties and keep the store neat and tidy in order to comply with safety regulations.
- : Ms CE Langley Tel No: (028) 313 5220
- : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
- : Mr E Sass
- : No payment of any kind is required when applying for this post.