

**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 29/304 : **OPERATIONAL MANAGER NURSING, (SPECIALTY: ORTHOPAEDICS)**

SALARY : R571 242 (PN-B3) - R571 242 (PN-B3) per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem-solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices, and framework. Human Resources and Financial Management, including computer literacy (i.e. MS Office, Word, Excel, PowerPoint and outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care with the relevant department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service deliver. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohammed Tel No: (021) 404 2071
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 : 22 August 2022/

POST 29/305 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R382 245 per annum
CENTRE : Southern/Western Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Degree/Diploma. Experience: Appropriate experience in Information Management especially in public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, DHIS). Appropriate experience in an Information Management supervisory role and monitoring and evaluation in the health system. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Advanced computer literacy, MS Office Package, Infographics and Excel. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Good

		interpersonal, supervisory and time management skills. Values-driven leadership of a team.
<u>DUTIES</u>	:	Manage all Substructure IM functions. Deliver timeous reports and IM deadlines for Southern Western Sub-structure and Metro Health Services District. Monitor Sub-structure service and programme performance against targets. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in Data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Southern/Western geographic area and Metro Health District.
<u>ENQUIRIES</u>	:	Dr R Nell Tel No: (021) 2020 900
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	22 August 2022
<u>POST 29/306</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Southern/Western Sub Structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year Degree or Diploma. Experience: Appropriate experience in Supply Chain Management. Proven Appropriate Supervisory Experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to Travel. Competencies (knowledge/skills): Good managerial, analytical skills and highly developed problem-solving capabilities. Knowledge of LOGIS, EPS and applicable policies (PFMA, AO System, Treasury Instructions and Human Resource Management). Proven ability to work independently in a high-pressure environment while complying to due dates. Excellent computer skills (MS Office, Word and Excel).
<u>DUTIES</u>	:	Overall Management of the Supply Chain Management (SCM) unit to ensure the effective and efficient application of procurement policies and processes, including demand management, acquisition management, contract management, logistics management, asset and disposal management and the institutionalisation of proper SCM Practice. Ensure efficient and effective Contract Management. Provide technical SCM and Contract Management Support to all hospitals and facilities within the substructure. Overall Management of Sub Structure Transport, Registry and Switchboard components. Ensure compliance with all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Manage all relevant Human Resource functions in the component, including discipline, grievances and SPMS.
<u>ENQUIRIES</u>	:	Mrs D Naicker Tel No: (021) 508 8330
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test and/or a practical evaluation.
<u>CLOSING DATE</u>	:	22 August 2022/
<u>POST 29/307</u>	:	<u>SENIOR STATE ACCOUNTANT (X3 POSTS)</u> Directorate: Financial Accounting (DICU)
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Heald Office Cape Town (Finance)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Appropriate knowledge and experience in Finance and Supply Chain Management environment. Competencies: Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies,

- procedures, and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of payments and transfer payments. Computer literacy (Microsoft Excel, Word, PowerPoint).
- DUTIES** : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for in the accounting systems of the department.
- ENQUIRIES** : Mr DM Pick Tel No: (021) 940-8725
- 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** : 22 August 2022
- POST 29/308** : **PERSONNEL OFFICER (EMPLOYEE BENEFITS ADMINISTRATION)**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
- CENTRE** : Southern/Western Sub-Structure Office
- REQUIREMENTS** : (Minimum educational qualification): Senior Certificate (or equivalent). Experience: Appropriate Human Resource experience. Competencies (knowledge/skills): Knowledge of general service conditions. Knowledge of PERSAL. Computer literacy (MS Office package). Ability to effectively communicate (verbally and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Perform all administrative duties and PERSAL transactions pertaining to the personnel administration section, such as appointments, resignations, transfers, pensions, salary administration, leave, housing, grade- and pay progression. Audit personnel, pension and leave files. Knowledge of OSD prescripts. Assist supervisor, with enquiries and correspondence pertaining to Human resources and personnel matters.
- ENQUIRIES** : Ms M Ganief Tel No: (021) 202-0962 Mieyaad.Ganief@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** : 22 August 2022
- POST 29/309** : **ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
- CENTRE** : Nolungile Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in-patient admissions, including the Clinicom System, at a health facility. Inherent requirement of the job: Willingness to work afterhours and weekends. Competencies (knowledge/skills): Excellent communications skills in at least two of the official languages in the Western Cape. Computer literacy (MS word and Excel and Outlook). Knowledge of PHCIS/Clinicom. Knowledge of the PFMA and responsibilities linked to finance management. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintain confidentiality. E-filing and scanning. Strong organisational skills.
- DUTIES** : Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, open new folders, merging, filling, archiving and disposal of folders. Ensure accurate and daily capturing on PHCIS and relevant electronic systems. Patients' assessment, ensure confidentiality of information, ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Tracing of missing folders. Accurate collection and safekeeping of the state money. Deal with written or telephonic queries with regards to patient administration and management of compliments, complaints, and suggestions. Provide support to the facility

manager and perform relief duties of colleagues (other admin, health information and helpdesk).

ENQUIRIES : Mr N Ncobo Tel No: (021) 444 2802/021-829 0003, Nkosikho.Ncobo@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 : 22 August 2022

POST 29/310 : **LINEN STORES ASSISTANT**
(Chief Directorate: Rural Health Services)

SALARY : R104 073 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Laundry environment. Inherent requirements of the job: Willingness to work weekends and public holidays. Must be physically fit. Competencies (knowledge/skills): Must be able to communicate in at least two of the three official languages of the Western Cape. Must be able to count accurately.

DUTIES : Handling of clean, soiled, infectious, infested, fouled linen. Packing of clean linen in all departments of the hospital. Mending and condemning of linen. Stock counting of linen in all departments. Working on Laundry equipment in a cost-effective manner. Support to the supervisor.

ENQUIRIES : Ms A Van Blerk Te. No: (044) 805-4497

APPLICATIONS : To 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 : 22 August 2022