

**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 35/342 : **PHARMACY SUPERVISOR GRADE 1 (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R833 523 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Fisantekraal Community Day Centre (X1 Post), Bellville South Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registered with a Professional council: Registered as a Pharmacist with the SAPC. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the jobs: Valid (Code B/EB) driver's License. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

DUTIES : Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess, and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.

ENQUIRIES : Ms T Parker Tel No: (021) 815-8876

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

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test as part of the selection process.

CLOSING DATE : 30 September 2022

POST 35/343 : **ASSISTANT MANAGER NURSING (SPECIALTY)**
Chief Directorate: Metro Health Services

SALARY : R624 216 per annum (PNA 7)

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for 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: Critical Care Nursing: General or Trauma and Emergency or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatry Nursing Science. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate/recognisable experience in

the specific specialty after obtaining the one year Post Basic Qualification in the relevant specialty. At least 3 years of the period above must be appropriate / recognisable experience at the management level. Inherent requirement of the job: Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arises. Willingness to deputies' / stand in for Nursing Service Manager. Willingness to do distant management. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of Practice and accepted nursing standards. Excellent communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards, and the public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel, and Power Point presentation).

DUTIES : Clinical governance - Provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management – facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes; ensure legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilization of information technology – data collection and Analysis. Service delivery – Assist with meeting service delivery targets as per Annual Operational Plans, Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES :
APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
 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 : 30 September 2022

POST 35/344 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro Health Services

SALARY : R571 242 per annum
CENTRE : Kleinvlei Community Day Centre
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 and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): The ability to manage operation in a Primary Health Care Facilities. Computer literacy (MS office). Proven transformation leadership abilities. Good interpersonal, people and change management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions. Ability to formulate collaborative relationship with various stake holders across the primary health care platform.

DUTIES : Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs such as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

ENQUIRIES : Ms A Lyners Tel No: (021) 400-4166, email: Antionette.Lyners@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. Shortlisted candidates will be subjected to a computer literacy test.
- CLOSING DATE** : 30 September 2022
- POST 35/345** : **OPERATIONAL MANAGER (SPECIALTY: PAEDIATRICS) (SURGICAL WARD) (X3 POSTS)**
- SALARY** : R571 242 per annum (PN -B3)
- CENTRE** : Red Cross War Memorial Children’s 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 1 year accredited with the SANC in Child Nursing Science. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Registration with a professional council: Proof of annual registration with the SANC (2022). Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
- DUTIES** : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health.
- ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187
- 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** : 30 September 2022
- POST 35/346** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R388 974 per annum, (PN B1)
Grade 2: R478 404 per annum, (PN B2)
- CENTRE** : George 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. Post-basic qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in

Trauma & Emergency Nursing science after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. 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. Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma and Emergency Department.

DUTIES : Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Trauma and Emergency service, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK De Goede Tel No: (044) 802-4352
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Critical Care Nursing: Trauma and Emergency.

CLOSING DATE : 30 September 2022

POST 35/347 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)**
 Chief Directorate: Metro Health Services

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

CENTRE : Hope Street Oral Health CDC
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. Post-basic qualification with a duration of at least 1 year accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of current annual registration with SANC for 2022. Experience: **Grade 1:** A minimum of 4 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in an Operating Theatre Unit after obtaining the 1-year post-basic qualification referred to above. Inherent requirements of the job: Willingness to carry small kids. Willingness to work in Operating Theatre and Recovery room. Willingness to assist Dentist in surgery when needed. Valid (Code B/EB) drivers' licence. 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 realization of strategic goals and objectives of the theatre with regards to emergency and non-emergency operating nursing as well as day patient care.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in an Operating Theatre. Effective utilization of Human and Material Resources. Participate in training, development and research. Supervise and assist Specialist Outreach Clinics at the hospital. Deliver a support service to the Nursing Service and the institution. Practice Nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Ordering of medication and stock control.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Windt Tel No: (021) 465-4017
	:	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. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	30 September 2022
<u>POST 35/348</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum Khayelitsha District Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a health-related environment. Appropriate experience in PACS and RIS system. Inherent requirement of the job: Willingness to work shifts which include weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of Hospital Information System (HIS). Computer literacy in MS Windows (Word and Excel) and Ability to adapt to a changing environment and cope with a high work volume and follow instructions and procedures. Good interpersonal relations, organisational skills and ability to deal with information in a confidential manner as well as to work as part of a team and independently.
<u>DUTIES</u>	:	Render a service in the Radiology department by delivering a professional, confidential, effective and efficient patient administration services. (i.e Clinicom attendances, disposals and capturing ICD 10 codes). Be responsible for all aspects of radiology workflow management including both the PACS/RIS system and Hospital information system (HIS). Maintain the effective and efficient general office administration and ad-hoc duties. Be responsible for folder management (i.e. request and retrieve folders). Reporting on faulty equipment to Maintenance. Answer telephonic enquiries and arrange appointments for Ultrasounds.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr A Cokoyi Tel No: (021) 360-4305
	:	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>	:	30 September 2022
<u>POST 35/349</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3 (X8 POSTS)</u> Chief Directorate: Metro Health Services (Contract post till 31 March 2025)
<u>SALARY</u>	:	Grade 1: R150 438 per annum, plus 37% in Lieu of Service benefits Grade 2: R179 637 per annum, plus 37% in Lieu of Service benefits Grade 3: R214 494 per annum, plus 37% in Lieu of Service benefits
<u>CENTRE</u>	:	Khayelitsha/Eastern Sub-structure (X2 Posts)

		Southern/Western Sub-structure (X2 Posts) Klipfontein/Mitchells Plain Sub-structure (X2 Posts) Northern/Tygerberg Substructure (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as 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 Social Auxiliary Worker after registration with the SACSSP or No experience as 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 Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as 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. Inherent requirement of the job: Valid Code B/EB driver's licence. Willing to work flexitime. Willing to travel across the Sub-structure. Competencies (knowledge/skills): Knowledge and experience of the various aspects of social work services across platform. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment, and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills. Working well in a team within health facilities wellness hubs and communities.
<u>DUTIES</u>	:	Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families across service platform, health care facilities and communities and undertake patient follow up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Facilitate health education programmes and work groups.
<u>ENQUIRIES</u>	:	Khayelitsha/Eastern Sub-structure: Mr J Van Niekerk Tel No: (021) 360-4641 Southern/Western Sub-structure: Ms D Poole Tel No: (021) 202-0944 Klipfontein/Mitchells Plain Sub-structure: Ms F Peters Tel No: (021) 370-5013 Northern/Tygerberg Sub-structure: Ms D Fourie Tel No: (021) 815-8879
<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. "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".
<u>CLOSING DATE</u>	:	30 September 2022
<u>POST 35/350</u>	:	<u>PORTER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum Mitchell's Plain District Hospital/EC Hub
	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays, and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas.

Assist with loading of patients in/out of ambulances/vehicles. Responsible for cleaning of wheelchairs and trolleys.

ENQUIRIES : Mr M Patel Tel No: (021) 377-4764

APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.

FOR ATTENTION : Ms CC Johnson.

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.

CLOSING DATE : 30 September 2022

POST 35/351 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R104 073 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays, and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES : Transport corpses from wards. Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Check and report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to the supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment.

ENQUIRIES : Mr Q. Petersen Tel No: (021) 402-6182

APPLICATIONS : The Chief Director: New Somerset Hospital, Private Bag, Greenpoint, 8051.

FOR ATTENTION : Mr M Samodien

NOTE : No payment of any kind is required when applying for this post. Candidates may be required to undertake a practical test.

CLOSING DATE : 30 September 2022