

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH AND WELLNESS**

*In line with the Employment Equity Plan of the Department of Health and Wellness 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.

**MANAGEMENT ECHELON**

**POST 39/265** : **DIRECTOR: LABOUR RELATIONS**  
Chief Director: People Management

**SALARY** : R1 073 187 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Employee Relations or related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in Labour Relations environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Proven Knowledge and understanding of Public Health and Health Systems intelligence. Proven knowledge and understanding of the National and Provincial Health related legislation, guidelines and other health related policies and prescripts. Proven knowledge and understanding of the other relevant National and Provincial legislation, policy, prescripts, regulations, codes, directives, standards, collective agreements, best practices, procedures, etc Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes within a System Thinking Paradigm. Proven knowledge and understanding of global, regional, and local political, economic and social affairs impacting on the provincial government of the Western Cape. Ability to respond fast, decisively, and appropriately to rapidly changing situations. Adaptive leadership capability.

**DUTIES** : Render Labour Relations support and advice within the Department. Manage dispute and prevention. Management of building / transforming workplace relations. Manage capacity building and outreach to managers to effectively manage employee relations. Drive and coordinate the Directorate's strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Develop constructive, collaborative relationships with other sections within the Department as well as external partners where relevant. Overall responsibility for people management and development and Financial Management of the Directorate.

**ENQUIRIES** : Ms B Arries Tel No: (021) 483-3373

**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** : 04 November 2022

## OTHER POSTS

- POST 39/266** : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**
- 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** : Groote Schuur Hospital, Observatory  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Radiation Oncology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Inherent Requirements: Willingness and ability work commuted overtime and to do night duties. Willingness to travel a limited amount. Competencies (knowledge/skills): Ability to communicate effectively in at least one of the three official languages of the Western Cape. Knowledge and experience in Radiation Oncology. Experience with radiotherapy advanced techniques. Knowledge and experience of chemotherapy administration. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects.
- DUTIES** : Run Colorectal and thyroid cancer combined service Oncology clinics at Groote Schuur Hospital performing clinical, teaching and administrative duties. Cover Oncology services in other areas when required. Assessment of cancer patients, mentoring registrars, formulating treatment plans (chemotherapy and radiotherapy), running combined clinics and developing treatment protocols. Initiate and support research and supervise registrar MMed projects. Assist with departmental administration and outreach. Conduct teaching and training in Radiation Oncology.
- ENQUIRIES APPLICATIONS** : Professor J Parkes / Dr Z Mohamed Tel No: (021) 404-4263/5  
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. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime. '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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).' It will be expected of the successful candidates to participate in a system of remunerated commuted overtime.
- CLOSING DATE** : 28 October 2022
- POST 39/267** : **PHARMACEUTICAL POLICY SPECIALIST: GRADE 1 TO 2**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R911 406 per annum  
Grade 2: R996 570 per annum
- CENTRE REQUIREMENTS** : Directorate: Service Priorities Coordination  
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: **Grade 1:** A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 2:** A minimum of 11 years appropriate experience after registration as a

Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): A qualification in Public Health would be an advantage. Computer literate (MS Office: Word, Excel and PowerPoint). Incumbent must demonstrate a high level of clinical knowledge of HIV and TB. Knowledge of financial prescripts and the ability to set up and monitor budgets. Sound knowledge of pharmaceuticals listed in the Primary, Adult and Paediatric Hospital Levels and Tertiary/Quaternary National Essential Medicine Lists. Sound knowledge of the Medicines and Related Substances Act 101 of 1965, the Pharmacy Act 53 of 1974, and the Public Finance Management Act 66 of 1995. Sound verbal and written communication skills - excellent analytical, research, report writing and presentation skills.

- DUTIES** : Continued monitoring of supply chain, quality assurance and expenditure of medicines as well as rational use of medicines and clinical governance. Develop or translate evidence-based policies for local implementation ensuring rational cost-effective use of medicines. Efficient planning to affect policies within budget and ensure uninterrupted medicine supply. Manage the 3<sup>rd</sup>-line ART programme in the Western Cape. Provide support to operational staff and partners to ensure effective implementation of policies and high-quality of care.
- ENQUIRIES** : Dr H Goeiman Tel No: (021) 815-8741
- 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** : 28 October 2022

**POST 39/268** : **PRIMARY HEALTH CARE MANAGER**  
Garden Route District

**SALARY** : R882 042 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Mossel Bay Sub-district

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year health-related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems and Management. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape Good organisational, interpersonal, creative problem-solving and research skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, and financial and procurement administration.

**DUTIES** : Overall strategic management of the PHC facilities in the sub-district. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) Ensure efficient financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-district. Ensure that prescribed policies and procedures are implemented and adhered to.

**ENQUIRIES** : Dr J Botma Tel No: (044) 604-6101

**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** : 28 October 2022

**POST 39/269** : **MANAGER: HAST**  
Chief Directorate: Metro Health Services

**SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Southern/Western Sub-structure Office

- REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate relevant experience in the Health Sector. Appropriate experience in Health Program Services. Appropriate experience in HIV/AIDS, STI and TB Programs. Appropriate financial planning and management experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to travel within the District and Cape Town. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Strong understanding of Financial Management environment, audit, compliance, and legislation in Public Sector. Insight to NPO partner environment and Health Service-related contract management. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.
- DUTIES** : Policy implementation, co-ordination, and evaluation of the HIV/AIDS, STI, TB & VMMC Programmes. Support strengthening and development of the DHS, priority health services and community-orientated primary care. Effective, efficient, and sustainable financial management of National Conditional Grant Funding, Donor funding/provincially earmarked funding in the HIV/Aids, STI and TB programmes. Management of NPO's and Donor Funded Projects (e.g., Global Fund, USAID/PEPFAR). Management of Human Resources within the HIV/AIDS, STI and TB Component. Monitor and evaluate programme targets and performance of HIV/AIDS, STI and TB Programmes. Manage the implementation of continuous quality improvement and quality assurance initiatives of the HIV/AIDS, STI, VMMC, TB Programmes and provide related support to the service platform.
- ENQUIRIES** : Ms Y Cottee Tel No: (021) 202-0925
- 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** : 28 October 2022
- POST 39/270** : **PROFESSIONAL NURSE (SPECIALITY: IPC, QA AND OHS)**  
Garden Route 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 basic annual salary)
- CENTRE** : Prince-Albert Clinic, Klaarstroom Mobile
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year in Occupational Health Nursing Science and /or Infection and Prevention Control. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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: A valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Experience in management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Knowledge of Project- and financial management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (MS Office). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.
- DUTIES** : Support the Health Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency

of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating of the Health Establishment training data base. Monitor data quality in the Health Establishment.

- ENQUIRIES** : Ms GA Lloyd Tel No: (044) 302-8440
- 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. 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."
- CLOSING DATE** : 28 October 2022
- POST 38/271** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) (X7 POSTS)**
- SALARY** : Grade 1: R388 974 per annum (PN-B1)  
Grade 2: R478 404 per annum (PN-B2)  
(Plus a non-pensionable rural allowance of only 12% of your annual basic salary for the post in Central Karoo)
- CENTRE** : West Coast District, stationed in Malmesbury (X1 Post)  
Overberg District, stationed in Caledon (X1 Post)  
Cape Winelands District, stationed in Worcester (X2 Posts)  
Central Karoo District, stationed in Beaufort-West (X1 Post)  
Garden Route District, stationed in George (X2 Posts)
- 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. A post-basic nursing qualification with a duration of at least 1 year Diploma accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. 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. **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 Occupation Health. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that govern Occupation Health and Safety. Computer literacy skills (Microsoft office).
- DUTIES** : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the rural District Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains sound Continuous Professional development.
- ENQUIRIES** : WCD– Dr D Schoemann Tel No: (022) 487-9207  
OD– Ms R Zondo Tel No: (028) 214-5850  
CWD– Ms S Neethling Tel No: (023) 348-8120  
CKD– Ms A Jooste Tel No: (023)414-3590  
GRD– Mr E Engel Tel No: (044) 803-2752
- 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. 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".

- CLOSING DATE** : 28 October 2022
- POST 39/272** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
West Coast District
- SALARY** : Grade 1: R388 974 per annum (PN-B1)  
Grade 2: R478 404 per annum (PN-B2)
- CENTRE** : Lutzville Community Clinic
- 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 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 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 nursing 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: Willing to travel and work extended hours. Willing to work on the mobile health clinic bus. Valid Code B/EB drivers' licence. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
- DUTIES** : Effective management and execution of relevant curative programs (i.e., treatment of patients (adults and children). Effective management and execution of the child health program (i.e., administering of immunizations, weight monitoring and developmental screening). Effective management and execution of women's health services (i.e., ante natal and post-natal care and reproductive health services). Effective management and execution of the HAST program (i.e., TB, STI, HIV/AIDS management). Effective management of human resources (SPMS management, employee wellness, labour relations, training and development). Adherence to budgetary requirements (i.e., budgeting and asset management) as well as Ideal Clinic standards.
- ENQUIRIES** : Ms SL Saul Tel No: (027) 217-1049
- APPLICATIONS** : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
- FOR ATTENTION** : Ms M Tangayi
- NOTE** : 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. 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"
- CLOSING DATE** : 28 October 2022
- POST 39/273** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
Cape Winelands Health District
- SALARY** : Grade 1: R388 974 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	<p>Grade 2: R478 404 per annum</p> <p>Worcester CDC (Stationed at De Doorns Clinic), Breede Valley Sub-district</p> <p>Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate in two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).</p>
<b><u>DUTIES</u></b>	<p>Manage the burden of disease, renders clinical services. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.</p>
<b><u>ENQUIRIES</u></b>	<p>Ms C van Staden Tel No: (023) 348-1316, Carin.vanstaden@westerncape.gov.za</p>
<b><u>APPLICATIONS</u></b>	<p>Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")</p>
<b><u>NOTE</u></b>	<p>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. 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"</p>
<b><u>CLOSING DATE</u></b>	<p>28 October 2022</p>
<b><u>POST 39/274</u></b>	<p><b><u>ASSISTANT DIRECTOR: SUPPORT SERVICES (PRINT AND VISUAL CONTENT DESIGN)</u></b> Directorate: Strategy, Policy and Planning</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R382 245 per annum</p> <p>Head Office, Cape Town</p> <p>Minimum educational qualification: Appropriate three-year National Diploma/Degree in an art or graphic design field. Experience: Appropriate print and visual content design experience. Inherent requirement of the job: Valid Code (E/EB) driver's licence. Competencies (knowledge/skills): Working knowledge of how to edit graphics, photos, and diagrams. Design techniques, tools and principles, understanding the elements of good design. Communication and media knowledge. Advanced proficiency in design software like Adobe Creative suite with expertise in InDesign, Illustrator and Photoshop Excellent creativity skills with the ability to generate new ideas and solutions for maximizing stakeholder engagement using visual content. Strong capability in graphic design with the ability to drive creativity and top-quality visual content. Advanced communication skills (read, speak and write) in at least two of the three official languages of the Western Cape.</p>
<b><u>DUTIES</u></b>	<p>Conceptualise the design and overall artistic style. Give form and visual meaning to a publication, based on its purpose. Conduct design research. Facilitate the publication design process. Develop the visual content creative</p>

strategy. Facilitate the visual content design process. Manage the staff of the unit. Manage how the unit's work is organised.

**ENQUIRIES** : Ms K Ching, email: Karen.Ching@westerncape.gov.za  
**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** : 28 October 2022

**POST 39/275** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**

**SALARY** : R382 245 per annum  
**CENTRE** : Western Cape College of Nursing, on the Premises of Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resource Management/Public Management/Administration. Inherent requirement Valid (Code B/EB) driver's licence. Experience: Appropriate People Management Administration experience (Personnel Administration, Employee Relations and People Development). Appropriate supervisory experience. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Proven experience and management of Approved Posts Lists (APL). Ability to function under pressure and handle high work volume with strict deadlines. Problem-solving skills. Sound planning and organizing skills. Sound time management skills. Knowledge and applied skills of the PERSAL salary system. Sound knowledge of human resources practices and prescripts. Computer literacy (MS Office Package, MS Outlook, PERSAL). Strong managerial and supervisory skills. Knowledge of the operations of a Higher Educational Institution from a people management perspective, will be advantageous.

**DUTIES** : Facilitate, coordinate and manage HR Planning, Recruitment and Selection, Establishment Control, staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department and College. Facilitate compliance with the Auditor General requirements and HR audit reports and ensure sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HRAAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage People Development in accordance with relevant statutes and ensure compliance to Council for Higher Education requirements. Implementation of People Development policies, prescripts, and Institutional Workplace Skills Plan. Manage sound Employee Relations and effective participation in Institutional Management Labour Caucus (IMLC). Coordinate Employee/Student health and wellness activities. Management and training of staff in the people management component

**ENQUIRIES** : Ms V October Tel No: (021) 483-3360  
**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** : 28 October 2022

**POST 39/276** : **CASE MANAGER**  
 West Coast District

**SALARY** : R321 543 per annum  
**CENTRE** : Vredenburg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Inherent requirement of the job: Valid (Code B/EB) driver's 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 the anatomy of the human body, medical



diagnoses, procedures, tests, and products. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes, diagnostic codes, Medical Aid Act 131 of 1998 (e.g., section on Prescribed Minimum Benefits). Knowledge of Clinicom, JAC and AR Systems. Computer literacy (MS Word/Excel).

- DUTIES** : Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Provide quotations to privately funded and foreign patients.
- ENQUIRIES** : Ms ME van Vuuren Tel No: (022) 709-7200
- 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** : 28 October 2022

**POST 39/277** : **CASE MANAGER (REVENUE AND PATIENT ADMINISTRATION)**  
Chief Directorate: Rural Health Services

- SALARY** : R321 543 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree registrable with an appropriate Council. Experience: Appropriate proven knowledge and experience in ICD10 coding, and procedural code assignment. Appropriate experience of at least three years in Hospital Case management and or a Managed health organisation with a revenue generation focus. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge and experience in ICD 10 coding and SA coding standards as well as proficiency in procedure codes (UPFS and/or CPT). Computer literacy (MS Word and Excel) including web-based Programmes (medical aids). Knowledge of Medical Aid Act 131 of 1998 and application of Prescribed Minimum Benefits (PMB) inclusive of Chronic disease list, DRG and DTP. Knowledge of RAF and other state departments. Proficiency in at least two of the three official languages of the Western Cape. Ability to analyse, prioritize, and solve problems, this includes implementing an improvement process. Strong sense of responsibility with good supervisory, interpersonal and communication skills. Knowledge of staff performance, and disciplinary processes.

- DUTIES** : Responsible for the management and Implementation of Case management policies, protocols, and procedures in the hospital. Perform operational Case management functions inclusive of pre-authorisation, and clinical review and ensure compliance with Case management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices raised for submissions to funders and state departments. Provide support the to hospital fees department in terms of follow-up of outstanding medical scheme ad state department balances and account queries. Assist with EDI rejections to ensure timeous submission to medical scheme invoices. Provide quotations to H2 and H3 and Foreign patients. Supervision of staff and liaison with relevant role players in matters relating to Case management including Medical legal department. Assist Hospital management in the distribution of Quality Client Care and continuous health care improvements. Knowledge of staff performance, and disciplinary processes.

- ENQUIRIES** : Ms M Frieslaar Tel No: 021) 860-2591
- 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. A job description is available on request. Candidates may be subjected to a competency/practical test.
- CLOSING DATE** : 28 October 2022

**POST 39/278** : **ARTISAN FOREMAN (PLUMBING)**

- SALARY** : Grade A: R308 826 per annum

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: Five (5) years' experience as Artisan after obtaining the Trade Test Certificate. Inherent requirement of the job: A valid driver's licence. After-hour repairs and standby duties. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literate.

**DUTIES** : Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train and develop staff and other HR related duties including evaluation reports of staff. Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Compile minor specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly.

**ENQUIRIES APPLICATIONS** : Mr I Fortuin Tel No: (021) 938- 4235  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 28 October 2022

**POST 39/279** : **ADMINISTRATION CLERK: ADMISSIONS (PHC)**  
Cape Winelands Health District

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Tulbagh Clinic, Witzenberg Sub-district  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate knowledge of working in a health environment. Inherent requirement of the job: Must be prepared to work 8 hours (i.e., Monday to Friday) and overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complaints on SINJANI. The appointment list for follow-up clients is generated from Tier.net. The folder is drawn according to the Tier.net appointment list. Folders prepared for the next day (blood results filed/ stickers printed). If a new client facility folder is to be opened- the correct stationary is placed the in folder and stickers are printed.

**DUTIES** : Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complaints on SINJANI. The appointment list for follow-up clients is generated from Tier.net. The folder is drawn according to the Tier.net appointment list. Folders prepared for the next day (blood results filed/ stickers printed). If a new client facility folder is to be opened- the correct stationary is placed the in folder and stickers are printed.

**ENQUIRIES APPLICATIONS** : Mr L Wawini Tel No: (023) 316-9600  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 28 October 2022

**POST 39/280** : **ADMINISTRATION CLERK: WARDS**  
Cape Winelands Health District

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Ceres Hospital, Witzenberg Sub-district  
: Minimum educational qualification: Senior Certificate (Grade 12). Experience: Appropriate experience in a health care setting. Inherent requirement of the job: Will be required to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Good interpersonal and communication skills in at least two of the three official languages within the Western Cape. Computer literate (Microsoft word and Excel). Ensure patient confidentiality and adherence to the public service code of Conduct. Competent in working on the Clinicom system.

**DUTIES** : Rendering of comprehensive clerical services. Effective utilization of stock and equipment. Active involvement with information management and gathering of statistics. Provide support to the multidisciplinary team.

**ENQUIRIES** : Mr T Kunz Tel No: (023) 316-9654

- 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. Applicants will be subjected to a practical test.
- CLOSING DATE** : 28 October 2022
- POST 39/281** : **ARTISAN ASSISTANT**  
Chief Directorate: Rural Health Services
- SALARY** : R147 459 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently, good organisation and team skills and the ability to operate and use required tools and equipment skilfully and safely. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act.
- DUTIES** : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.
- ENQUIRIES** : Mr L Du Plessis Tel No: (044) 802-4488  
**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
- FOR ATTENTION** : Ms LP Du Plessis  
**NOTE** : Shortlisted candidates may be subject to competency assessment. No payment of any kind is required when applying for these posts.
- CLOSING DATE** : 28 October 2022
- POST 39/282** : **HOUSEHOLD AID (X2 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : R104 073 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a cleaner within a hospital environment and experience in Waste management. Inherent requirements of the job: The ability to do physical tasks and operate heavy-duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Willing to undergo formal and informal training. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape. Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public.
- DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc., Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.
- ENQUIRIES** : Ms A Gonya Tel No: (021) 360-4412

**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X5, Khayelitsha, 7784.

**FOR ATTENTION** : Mr J Minnies

**NOTE** : A competency test will form part of the interview process. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 28 October 2022

**POST 39/283** : **FOOD SERVICES AID**  
West Coast District

**SALARY** : R104 073 per annum

**CENTRE** : Swartland Hospital, Malmesbury

**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in an industrial Food Service environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within the food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.

**ENQUIRIES** : Ms A van Breda Tel No: 022) 487-9200

**APPLICATIONS** : The Manager: Medical Services Swartland Hospital, Private Bag X2, Malmesbury, 7300

**FOR ATTENTION** : Ms A Groenewald

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

**CLOSING DATE** : 28 October 2022

**POST 39/284** : **FOOD SERVICES AID**  
Garden Route Health District

**SALARY** : R104 073 per annum

**CENTRE** : Riverdale Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Services environment. Inherent requirements of the job: Willingness to work shifts and overtime, which includes weekends and public holidays. Incumbents must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge of production for normal and therapeutic diets in an Industrial Food Services Unit on a large scale. Knowledge of hygiene, occupational health (OHS), HACCP and safety principles. Ability to effectively multi-task, function independently, in a team and under pressure. Knowledge and/or experience of a milk kitchen.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the Food Services Unit. Pre-prepare, prepare, production, dish up and distribute of all normal and therapeutic diets. Follow and maintain general hygiene and safety directives (HACCP and OHS) in the food services unit and milk kitchen, including the use of apparatus and equipment, washing of crockery and cutlery and cooking utensils. Maintain safety measures of apparatus and equipment and report broken apparatus and equipment. Support to supervisor in financial- and human resource management.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642

**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

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

**CLOSING DATE** : 28 October 2022

**POST 39/285** : **CLEANER**  
Cape Winelands District

**SALARY** : R104 073 per annum

**CENTRE** : JJ Dupre Le Roux Clinic, (stationed at TC Newman CDC)

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

**DUTIES** : General cleaning and maintenance (i.e., dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues

**ENQUIRIES** : Ms J Bosch Tel No: (021) 862-4520

**APPLICATIONS** : The Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7620.

**FOR ATTENTION** : Ms J Cecils

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

**CLOSING DATE** : 28 October 2022

**POST 39/286** : **TRADESMAN AID**  
Chief Directorate: Rural Health Services

**SALARY** : R104 073 per annum

**CENTRE** : George Regional Hospital

**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in carpentry/ cabinet making. Inherent requirements of the job: Must be prepared to work overtime. Capability to do strenuous physical labour. A Valid (Code B/EB) driver's licence. Perform relief duties where required. Competencies (knowledge/skills): Ability to optimally utilise allocated resources such as materials, tools and equipment. Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Complete and efficient execution of instructions which include, amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations. Strict adherence to the Occupational Health and Safety Act. Assist Handymen and Artisans in the performance of their duties. Exercise control over tools, equipment and materials.

**ENQUIRIES** : Ms L du Plessis Tel No: (044) 802-4488

**APPLICATIONS** : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION** : Mr LP Du Plessis

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

**CLOSING DATE** : 28 October 2022