

**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.
ERRATUM: Kindly note that the advert for the post of Director: Labour Relations Chief Director: People Management, advertised in Public Service Vacancy Circular 39 dated 14 October 2022 with ref number: Post 39/265 has been amended as follows: Post Title: Director: Employee Relations.

MANAGEMENT ECHELON

POST 41/402 : **PROJECT MANAGER: ICT GOVERNANCE**
Directorate: Information Technology

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 three-year National Diploma or Degree. Advantage: ITIL and COBIT. Experience: Appropriate experience in a Project Management environment. Appropriate experience in Contract Management. ICT Governance frameworks and processes. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high level of computer literacy (Advanced MS Office). Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA's. Budgeting and financial management skills. Analytical and strategic thinking.

DUTIES : Provide project management support and oversight services for health ICT projects. Co-ordinate and implement ICT Governance in the department. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Manage and monitor ICT Risks. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Finance Management.

ENQUIRIES : Ms N Roodt Tel No: (021) 938-6209

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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

CLOSING DATE : 11 November 2022

OTHER POSTS

POST 41/403 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology.

Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Inherent requirements of the job: A valid (Code B/EB) driver's license, as well as willingness and ability to travel. Commuted overtime contract is compulsory, as well as ability to work after-hours. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research will be considered an advantage.

DUTIES : Render an efficient and cost-effective Ophthalmology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services, consultant as well as surgical, to the district and sub-districts of the Garden Route (South Cape) and Central Karoo districts. Strive to achieve the aim of prevention of blindness in those districts. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark Tel No: (044) 802-4504
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 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 on or before the day of the interview."

CLOSING DATE 11 November 2022

POST 41/404 : **ENGINEER PRODUCTION: GRADE A TO C**
 Directorate: Infrastructure Planning

SALARY : Grade A: R728 829 per annum
 Grade B: R821 775 per annum
 Grade C: R939 621 per annum
 (A portion of the package can be structured according to the individual's personal needs) (Salary within the range will depend on years of experience in post and professional registration)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: University degree in Civil Engineering (B Eng/BSc and 3 years appropriate/recognisable post-qualification engineering experienced required. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. BSc (Eng.). **Grade B:** At least 14 years appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). A health-sciences related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings and associated civil and structural infrastructure. Proven experience with feasibility studies in terms of life cycle costing of civil engineering elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and

Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate civil engineering installations, undertake design work and implement corrective measures, where necessary. Oversee implementation (design and construction) and commissioning of civil engineering installations. Assist in site investigations and preparation of User Asset Management Plans Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Mr G Nevin, email: Graham.Nevin@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 : 11 November 2022

POST 41/405 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R624 216 (PN-B4) per annum
CENTRE : District Six CDC with Geographic Coverage
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers license. Attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office) Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Leadership, internal and external governance for Comprehensive Services in District Six CDC as well as the surrounding smaller clinics in the geographical area to achieve strategic goals and objectives. Oversight and support to Operational Managers using information systems and data to enhance service delivery and priority programmes. Provide support to the facility manager for planning, implementation, co-ordination and supervision of the full package of care in the geographical area. Ensure good clinical governance to enhance quality in conjunction with the family physician. Strengthening of facility based and community-based services through implementation of COPC. Provide support to the facility manager with the overall management (PM, FM, SCM, Facilities Management, Infrastructure, Health strategy and support) of District Six CDC and the smaller clinics in the geographical area. Personnel development i.e. assessing in-service training needs and planning for health facility.

ENQUIRIES : Mr R Christoffels Tel No: (021) 833-4500
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 : 11 November 2022

POST 41/406 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (PROGRAMME IMPACT EVALUATION) (PIE)/ PROVINCIAL HEALTH DATA CENTRE (PHDC)**
Directorate: Health Intelligence Based at Norton Rose House, 8 Riebeeck Street, Cape Town

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office, Cape Town
: Minimum educational qualification: An appropriate 3-year qualification in health sciences, social sciences, public health, information systems, or equivalent. Experience: Appropriate experience with team administration or user support activities. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel and work-overtime. Competencies (knowledge/skills): Leadership, managerial, organizational, strategic, operational, and contingency planning skills. Decision-making and problem-solving skills. Experience with online project management, issue tracking, and digital collaboration tools. Excellent computer literacy and communication skills. Ability to self-manage in a remote working environment.

DUTIES : (key result areas/outputs): Facilitate access to PHDC data and resources in line with approved process and usage criteria. Ensure PHDC team members are equipped with the necessary resources to fulfill their responsibilities. Administratively support the functioning of the Provincial Health Data Centre e.g., onboarding of new team members. Coordination of user support activities. Support the data science, research, engineering, and analyst team members with routine technical tasks.

ENQUIRIES APPLICATIONS : Mr A Loff, email address: Adam.Loff@westerncape.gov.za
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 11 November 2022

POST 41/407 : **CSSD MANAGER**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Groote Schuur Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Sterilization and Decontamination Services as a junior manager/supervisor. Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline, and labour relations.

DUTIES : Manage, organize and control Central of Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.

ENQUIRIES APPLICATIONS : Mr A Mohamed Tel No: (021) 404 2071
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 11 November 2022

POST 41/408 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**
Directorate: Assurance

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Head Office, Cape Town
: Appropriate three-year National Diploma or Degree/ (NQF Level 6) qualification in health and safety management or related field. Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's

license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Occupational Health and Safety, Quality Assurance Component and Directorate Assurances. Client and task orientated. A sound knowledge of Occupational Health and Safety Act 85 of 1993 and relevant regulations. Sound knowledge of Compensation for Occupational Injuries and Disease Act 130 of 1993. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Promotion of a safe health care environment through monitoring and management of the occupational health & safety risks within the district. Workplace Health Risk Assessments (HRA) Hazard chemical agents' inventory, Monitoring, and evaluation. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Establish and co-ordinate the activities of the local Health and Safety Committees. Ensure compliance with legally required appointments in terms of the OHS Act. Education and training within areas of control. Develop staff literacy and expertise on Occupational Health and Safety principles, practices and guidelines within the district and the facilities. Health and safety promotion. Ensuring effective administration of the occupational health and safety activities. Continuous Professional Development. Maintain scientific, regulatory, and business knowledge appropriate to the profession.

ENQUIRIES : Dr G Tafaune Tel No: (021) 483-3468 / 0723220436
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 : 11 November 2022

POST 41/409 : **SENIOR ADMINISTRATIVE OFFICER FINANCE/PAYMENTS**
 Directorate: Supply Chain Management: Western Cape Health Warehouse (1-Year Contract)

SALARY : R321 543 per annum, (plus 37% in lieu of service benefits)
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: A valid Code (EB/B) drivers' license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse related stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES : Mr Q Manuel, email: Quinton.Manuel@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. Candidates may be required to do a practical test.

CLOSING DATE : 11 November 2022

- POST 41/410** : **SENIOR ADMINISTRATIVE OFFICER: PROCUREMENT**
 Directorate: Supply Chain Management: Western Cape Health Warehouse
 (1-Year Contract)
- SALARY** : R321 543 per annum, (annual salary plus 37% in lieu of service benefits).
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or B-Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement: A valid Code (EB/B) drivers' license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
- DUTIES** : Manage and ensure compliant acquisition management/ contract management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as providing a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.
- ENQUIRIES** : Mr Q Manuel, email: Quinton.Manuel@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. Candidates may be required to do a practical test.
- CLOSING DATE** : 11 November 2022
- POST 41/411** : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (REPRODUCTIVE BIOLOGY)**
- SALARY** : Grade 1: R322 746 per annum
 Grade 2: R378 402 per annum
 Grade 3: R445 752 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Competencies (knowledge/skills): Knowledge and skills in the techniques required to work in a human gamete and embryology laboratory are essential. This includes competencies in assisted reproductive technology, andrology, quality control and management including handling and maintenance of laboratory equipment. In addition, knowledge of the key principles of human reproduction are needed. Additional necessary competencies include skills in human interaction, communication, multi-disciplinary team participation as well as computer skills.
- DUTIES** : He/she will be expected to provide the laboratory services related to assisted reproductive technology (ovum pick-ups, in vitro fertilization, assisted fertilization, embryo transfer and oocyte and embryo cryopreservation). Sperm analysis, sperm preparation, sperm cryopreservation as well as participation in the laboratory quality assurance and quality control programme are important components of the job. Administrative tasks relate to the daily running of the laboratory and include record keeping and data capture. The incumbent will be expected to be part of the provision of patient-centred care. Additional outputs include supervision and training of junior staff and participation in other academic and in research activities of the laboratory and unit.
- ENQUIRIES** : Prof S Dyer Tel No: 021 404 4485
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 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** : 11 November 2022
- POST 41/412** : **PROFESSIONAL NURSE (GENERAL: PALLIATIVE CARE) GRADE 1 TO 3**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R260 760 per annum, (PN –A2)
Grade 2: R320 703 per annum, (PN –A3)
Grade 3: R388 974 per annum, (PN –A4)
- CENTRE REQUIREMENTS** : Paarl Hospital
Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate / recognizable experience in nursing after registration with the SANC as Professional Nurse in General /Palliative Nursing). **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing/Palliative Care Nursing. Inherent requirements of the job: A valid Code (B/EB) driver's license. Physically and mentally fit to perform the job. Willingness to work shifts, night duty, public holidays, after-hours, and weekend cover for nursing as, and when, required. Willingness to undergo Palliative Care training. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Effective leadership, supervisory skills to organise and coordinate services by analysing, problem Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. solving and decision-making for effective, specialised nursing care within a health team. Knowledge and understanding of legal ethical nursing practices and framework within an acute hospital setting. Knowledgeable about pain management strategies. Effective communication skills to facilitate intersectoral collaboration with health teams and the community. Provision of holistic, comprehensive palliative nursing care and services within a professional and legal framework. Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary.
- DUTIES** : Participate in training, research, and quality assurance. Offer support to, and deputising for Nursing Management. Direct and coordinate all healthcare activities of the palliative multi-disciplinary team. Initiate and participate in health promotion to ensure and advance effective communication and information flow. Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff in regard of end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.
- ENQUIRIES APPLICATIONS** : Ms AL Solomons Tel No: (021) 860-2504
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 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** : 11 November 2022
- POST 41/413** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
CENTRE : Macassar Community Health Centre (24Hr MOU Unit)
REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent, with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in stock handling. Appropriate working experience in SCM at PHC level. Appropriate experience managing GG vehicles and Service Providers. Inherent requirements of the job: Willingness to work afterhours, weekends and/or shifts. Valid Code B/EB driver's License Ability to comfortably lift approximately weights of 10kg continuously. Competencies (knowledge/skills): Computer literacy in MS Word, MS Excel and Outlook. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good organizational and time management skills. Knowledge of Dept of Health AOS, Finance Instructions, Provincial and Treasury regulations. Knowledge of GMT prescripts and policies.
- DUTIES** : Receiving of goods and updating of Bin cards. Packing and removing of stock from storage areas and shelves and ready for collection for end users. Ensure accurate stock and compliance controls i.e., applying FIFO principle, etc. Maintain stock levels and ordering of stock from Hub Hospital SCM and CMD. Ensure sufficient supply of medical oxygen. Regular reporting i.e., monthly Inventory reporting, stock takes, etc. Ensure compliant and adherent use of GG vehicles by all users. Ensure efficient management of all service providers i.e., security, gardening services, etc.
- ENQUIRIES** : Mr F Wilson Tel No: (021) 857 2330, Email: Fabian.Wilson2@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 : 11 November 2022
- POST 41/414** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Admissions. Appropriate experience in Clinicom System. Inherent requirement of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Computer literacy.
- DUTIES** : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Render support to ensure an effective service with regard to patients and clients, admissions, transfers, discharges, registration, assessment, opening of folders and raising of invoices. Responsible for effective record keeping and safe custody of patient's belongings. Responsible for handling telephonic and personal enquiries with regard to patients. Report all MVA's and WCA's to AFACT Hotline. Relief duties within Admission Office.
- ENQUIRIES** : Ms A Louw Tel No: (021) 850-6678
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 : 11 November 2022

- POST 41/415** : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
CENTRE : Kraaifontein Community Health Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Patient Admissions and Help Desk environment. Inherent requirement of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends and public holidays) and work overtime on short notice. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge in (MS Office, Excel), PHCIS/Clinicom, Hectis, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.
- DUTIES** : Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronic systems, scanning of tally sheets. Ensure accurate appointments are captured on relevant systems and clients are admitted according to the appointment system, assist with queue marshalling, management of compliments, complaints and suggestions. Ensure good client relations strategies to minimize complaints received.
- ENQUIRIES** : Ms ZM Cupido Tel No: (021) 834-7112
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 : 11 November 2022
- POST 41/416** : **ADMINISTRATION CLERK: SUPPORT SERVICES (E-GOVERNANCE)**
Directorate: Information Technology
- SALARY** : R176 310 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate equivalent. Advantage: ICT Governance, Project Management and/or Finance training. Experience: Appropriate experience in ICT Governance administration. Appropriate ICT Governance frameworks and processes. Appropriate Understanding of Contract Management. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. Good communication and inter-personal skills in at least two of the three official languages of the Western Cape. Ability to plan, liaise and co-ordinate. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to assist with management of vendor contracts and SLA's.
- DUTIES** : Provide administrative support services for ICT Governance. Assist to co-ordinate ICT Governance in the department. Provide administrative support in monitoring ICT Risks. Provide administrative support for financial processes. Provide administrative support for contract management oversight.
- ENQUIRIES** : Ms N Roodt Tel. No: (021) 938-6209
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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
- CLOSING DATE** : 11 November 2022
- POST 41/417** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R176 310 per annum
CENTRE : Macassar Community Health Centre (24Hr MOU Unit)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience admissions in a Health Care facility. Inherent requirement of the job: Willingness to work afterhours, weekends and/or shifts. Valid Driver's License Code B/EB. 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/Healthnet. Ability to work under pressure, independently, unsupervised or as part of a team and to accept accountability and responsibility, maintain confidentiality. Strong organisational skills.

DUTIES : Ensure effective and efficient implementation of all applicable policies, procedures, and instructions. Admission of clients, open new folders, booking appointments on PHCIS & Healthnet, merging, filling of folders/lab results, tracing/tracking of missing folders, archiving and disposal of folders. Ensure accurate and daily capturing on PHCIS and all other relevant electronic systems. Mandatory Patients' assessment, ensure confidentiality of information, ensure that electronic and hard-copy records are maintained according to the prescribed protocol. Deal with written and/or telephonic enquiries with regards to patient administration and management of compliments, complaints, and suggestions. Provide support to the Facility Manager/Admin Officer, -to attend meetings and transportation to/from the Hub Hospital and/or Sub-Structure. Perform relief duties of colleagues in other sections and form part of a committee within the facility.

ENQUIRIES : Mr F Wilson Tel No: (021) 857 2330, Email: Fabian.Wilson2@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 : 11 November 2022

POST 41/418 : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE/FEES)**
Chief Directorate: Metro Health Services

SALARY : R176 310 per annum

CENTRE : Helderberg Hospital, Somerset West

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Excel, Word and Outlook). The ability to accept accountability, responsibility and work independently. Strong sense of confidentiality.

DUTIES : Correctly assess, bill, release and submit invoices (i.e. Medical Aid, Subsidised, SANDF, SAPS, DCS, MVA, COID and Foreigners). Regular follow-up of EDI-rejections, COGNOS reports, unknown lists, medical aid systems, state department claims (SANDF/DCS/SAPS), debt older than 60/120 days, above R10 000, MVA/COID, payment arrangements and unreleased/suspended cases. Liaise with, follow-up and handle debtor queries/complaints. Daily, weekly, monthly reconciliation of state monies between systems (i.e. cashier, sub-bank account, banking FINN, BAS, billing, debt collector), debits and credits. Debit Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing on Clinicom & AR systems. Perform relief Cashier duties, issue receipts and safe keeping of state monies as well as assisting with daily banking duties. Capturing of BAS journals.

ENQUIRIES : Ms L Paulse Tel No: (021) 850-4704

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 : 11 November 2022

POST 41/419 : **CHILD MINDER**

SALARY : R124 434 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Numeracy and literacy and Child Care Certificate (minimum NQF level 5). Experience: Appropriate experience. Inherent requirement of the job: Must be willing to work shifts Competencies (knowledge/skills): Good interpersonal, supervisory skills, ability to work

independently and within a team Ability to perform child minding activities, Educare teaching and training skills. Ability to multitask and take overall responsibility for each child. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Provide quality childcare to children at the GSH Childcare Centre. Create a safe, stimulated, and happy environment for the children. Supervise the children between the ages 0 to 6 years. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent, or guardian. Provide ad hoc classroom cover when required. Maintain a clean and healthy environment to prevent infections.

ENQUIRIES : Ms J Stevens Tel No: (021) 404-6194

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 : 11 November 2022

POST 41/420 : **STERILIZATION OPERATOR PRODUCTION (CSSD)**
Chief Directorate: Metro Health Services

SALARY : R124 434 per annum

CENTRE : Helderberg Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a theatre CSSD setting. Inherent requirement of the job: Willingness to work shifts on day duty, on weekends and public holidays. Competencies/knowledge/skills: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to work effectively as part of a team. Skilled and trained in decontamination and sterilisation. Adherence to standard protocols and code of conduct.

DUTIES : Provide sterile instruments, packs, and decontaminated items to theatre and other clinical areas. Effectively utilise resources, care and safekeeping of equipment, instruments and consumables. Support the supervisor of CSSD. Provide relief duties as required.

ENQUIRIES : Ms AC Theron Tel No: (021) 850-4708

APPLICATIONS : The Chief Executive Officer: Helderberg Hospital, Private Bag X2 Somerset West, 7129.

FOR ATTENTION : Ms J Julies

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

CLOSING DATE : 11 November 2022

POST 41/421 : **PORTER**
Chief Directorate: Rural Health Services

SALARY : R104 073 per annum

CENTRE : Worcester Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience in the portering services. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering detail in mortuary register. Efficiently and effectively controlled equipment and reporting any defects to trolleys/wheelchairs to supervisor. An effectively supported HR function.

ENQUIRIES : Ms G Piet Tel No: (023) 348-1125

APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Mr RM Hill

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

CLOSING DATE : 11 November 2022

POST 41/422 : **PORTER**

SALARY : R104 073 per annum
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate porter experience. Inherent requirements of the job: Willingness to work shifts, ability to report for duty at 6:30 (public holidays and over weekends). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. 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.

DUTIES : Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in/out of ambulances/vehicles, to & from beds, trolleys or wheelchairs. Responsible for cleaning of wheelchairs and trolleys.

ENQUIRIES : Ms CB Johnson Tel No: (021) 938-5327
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V de Jager
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 November 2022