

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 05/408 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R1 807 380 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Lenteguur Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff. Extensive experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

DUTIES : Plan, organise, lead and influence the catchment area ecosystems clinical and corporate governance. Strengthening the primary health care platform in the catchment area ecosystems. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lenteguur Psychiatric Hospital, and the Lenteguur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating highest standards of service delivery, research and teaching (Psychiatric and MDT) in the LGH in the Lenteguur Catchment. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs; Conduct relevant research. Head the Clinical Psychiatric services of Lenteguur Hospital and provide clinical leadership to the Lenteguur Catchment (strategic planning, monitoring and evaluation) and supervisory management of the Department. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the catchment area. Provide an effective psychiatric consultation service and outreach to the Lenteguur Hospital Catchment Areas/ Sub-districts. Be accountable to the CEO of Lenteguur Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform clinical and operational as required.

ENQUIRIES : Mr. W. Caesar Tel No: (021) 370 1401

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.
03 March 2023

CLOSING DATE

POST 05/409

MEDICAL SPECIALIST (SUB-SPECIALTY) GRADE 1 TO 3: NEPHROLOGY

SALARY

Grade 1: R1 341 942 per annum
Grade 2: R1 534 356 per annum
Grade 3: R1 677 720 per annum

CENTRE REQUIREMENTS

Groote Schuur Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist Nephrology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist Nephrology. Experience: **Grade 1:** none. **Grade 2:** A minimum of 5 years relevant experience after registration with the HPCSA as a sub-specialist Nephrology. A minimum of 6 years relevant experience after registration with the HPCSA as a sub-specialist nephrology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years relevant experience after registration with the HPCSA as a medical sub-specialist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Excellent knowledge and skills in the diagnosis, treatment, and management of patients. Highly specialised skills in nephrology. Excellent record keeping skills and knowledge of database management and ability to interrogate commonly used bioinformatics platforms. Experience in teaching and supervision at undergraduate and postgraduate level and research experience. Excellent interpersonal skills, good communication, analytical and problem-solving skills.

DUTIES

Provide outpatient medical care to patients with renal and related medical problems at a consultant level. Provide inpatient care. Provide outreach as part of a Nephrology Platform of Care for the Western Cape. Provide support with administrative duties. Develop and/or facilitate new innovations to improve division function. Assist in the structured basic science programs and bedside clinical training of medical registrars. Training of senior registrars in nephrology including basic sciences and clinical training as well as procedural skills including lines, renal biopsies and Tenckhoff catheters. Supervision in the ward and renal and hypertension clinics. Involvement in research relating to nephrology.

ENQUIRIES

Ms D Johnson Tel No: (021) 808-6108

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

03 March 2023

POST 05/410

MANAGER DENTAL SERVICES (GRADE 1)

Chief Directorate: Metro Health Services

SALARY

R1 227 255 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS

Oral Health Centre, Tygerberg
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Appropriate qualification that allows registration with the HPCSA as a Dentist (Independent Practice). Experience: A minimum of 3-year appropriate experience as a Dentist after registration with the HPCSA as a Dentist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape Competencies (knowledge/skills):

Appropriate experience of managing clinical dental services within an academic environment. Good interpersonal and problem-solving skills. Strong business orientation with proven skills and abilities in the clinical management of a dental service. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email).

DUTIES : Comprehensive strategic and operational management of all service areas and support services of the institution in terms of relevant acts and delegations. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource Management and planning. Assist with delivery of clinical services within scope of clinical knowledge and skills. Liaison/collaboration with the Academic Dean of the UWC Faculty of Dentistry. Ensure the seamless integration and service delivery activities on the clinical dentistry platform.

ENQUIRIES : Ms C Dean Tel No: (021) 833-9482
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. Short-listed candidates may be subjected to competency test/practical assessment.

CLOSING DATE : 03 March 2023

POST 05/411 : **PRIMARY HEALTH CARE MANAGER**
 Garden Route District

SALARY : R908 502 per annum
CENTRE : Oudtshoorn & Kannaland Sub-district, Stationed at Oudtshoorn Hospital
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 requirement of the job: Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Valid driver's licence (Code B/EB) and willingness to travel. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). 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, financial and procurement administration.

DUTIES : Overall strategic management of the PHC facilities in the sub-district/s. 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/s. Ensure that prescribed policies and procedures are implemented and adhered to.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7204
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 : 03 March 2023

POST 05/412 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
 Garden Route District

SALARY : R881 961 per annum
CENTRE : Harry Comay Hospital, George Sub-district
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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to

- be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and Financial Management. Ability to communicate verbally and in writing in at least two of the official languages of the Western Cape and the ability to work on MS packages (Word, Excel, Power Point and Outlook).
- DUTIES** : Provide strategic management and leadership within the nursing component of Harry Comay Hospital and Uniondale. Provide Clinical Governance and manage quality assurance and improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.
- ENQUIRIES APPLICATIONS** : Dr Z North Tel No: (044) 814-1126
: 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.
: 03 March 2023
- POST 05/413** : **REGISTRAR: CORPORATE SUPPORT SERVICES**
- SALARY** : R766 584 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Western Cape College of Nursing (based at Stikland Hospital Premises)
: Minimum educational qualification: An appropriate 3-year National Diploma or degree in Business Management or Administration/Development /Human Resource Management / Financial Management or Advance Diploma in Public Administration. Appropriate experience at management level. Appropriate experience and knowledge in human resources management, finance and supply chain as well as support services. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge and skills): Knowledge and experience of the operations of a higher education institution would be an added advantage. Possess applied knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Possess good communication (written & verbal) and presentation skills. Sound understanding of the operations of a higher education institution. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Sound Marketing Skills. Computer literacy and sound knowledge of information technology and systems.
- DUTIES** : Effective management of human resources which include employee relations, people development and people Administration. Effective management of financial and supply chain support functions of the College. Effective management of information management, library services, student auxiliary services. Effective management of Occupational Health and Safety for the College and various campus sites within the Western Cape. Assist the CEO with strategic planning and support. Support College Council and committees with secretarial services.
- ENQUIRIES APPLICATIONS** : Dr TB Mabuda Tel No: (021) 831-5801
: 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.
: 03 March 2023
- POST 05/414** : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**
: Directorate: Engineering and Technical Services Professional Engineering Services (Location on the grounds of Karl Bremer Hospital)
- SALARY** : Grade A: R750 693 per annum
: Grade B: R846 429 per annum
: Grade C: R967 809 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 post professional registration)
- CENTRE** : Head Office, Cape Town

- REQUIREMENTS** : Minimum educational qualification: University degree in Mechanical Engineering. 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: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Mechanical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word, Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Registration with ECSA as a professional Engineer. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Appropriate experience in design, specification and maintenance of hospital infrastructure with a strong emphasis on Mechanical plant as well as Mechanical engineering reticulation and systems: HVAC in a Health Care built environment. Fire services. Medical gas reticulation and plant. Wet services. Implementation of green and energy savings technologies.
- DUTIES** : Compile specifications and tender documentation within time limits. Manage, identify projects from inception to close-out Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients with regard to information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act and Built environment related regulations and prescripts in the Health Care environment.
- ENQUIRIES** : Mr C Badenhorst/Mr S Reichert Tel No: (021) 830 3752/3768
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 : 03 March 2023
- POST 05/415** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
 Directorate: Infrastructure Planning
- SALARY** : Grade A: R646 854 per annum
 Grade B: R739 605 per annum
 Grade C: R833 922 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: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of cost norms including risk analysis and risk mitigation strategies and ability to analyse costings. Understand how to prepare budgets and experience with feasibility studies. Knowledge of facility condition assessments. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms

and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms M van Leeuwen, Milne.vanLeeuwen@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 : 03 March 2023

POST 05/416 : **ASSISTANT MANAGER NURSING (GENERAL: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R588 378 per annum
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional body: Current registration with the SANC as Professional Nurse Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate I recognisable experience at management level. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently and under pressure.

DUTIES : Provide innovative leadership, management and guidance in the provision of Services on Night Duty Coordinate the provision of person-centered care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources on Night Duty. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES : Ms MAT Dubru-Shunmugam, E-mail: Mary.Dubru@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 : 03 March 2023

POST 05/417 : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
 Garden Route District

SALARY : Grade 1: R400 644 per annum (PN-B1)
 Grade 2: R492 756 per annum (PN-B2)
 (Plus, non-pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC

in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with a Professional Council: Registration with the SANC as Professional Nurse and proof of current registration. Inherent requirement of the job: Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work shifts and after hours (weekends, public holidays, and night duty). Competencies (knowledge/skills): Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and people skills. Computer skills.

DUTIES : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Responds to the rapidly changing Physiological and psychological status of complex emergency care patients. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently, and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to. Participate in the planning, organization, and supervision of emergency nursing activities.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203

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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

CLOSING DATE : 03 March 2023

POST 05/418 : **CLINICAL PROCUREMENT SPECIALIST (SUPPLY CHAIN MANAGEMENT (X2 POSTS))**

SALARY : R393 711 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch (X1 Post)
Groote Schuur Hospital, Observatory (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Inherent requirements of the job: The candidate must be willing to work overtime. Must be conversant in at least two of the three official languages. Experience: Appropriate experience in clinical product/equipment evaluation. Appropriate experience in government procurement. Appropriate experience in strategic procurement. Competencies (knowledge/skills): Computer literacy (Word, Excel, PowerPoint). Knowledge of medical equipment and supplies and their application within a healthcare environment. Sound clinical knowledge of medical products. A nursing background would be advantageous. Proven report writing skills. Broad knowledge of negotiating with suppliers. Health sector products (Medical and Surgical equipment and consumables). Bid Management and Procurement prescripts. Preferential Procurement and/or Black Economic Empowerment Management capabilities and understanding. Product evaluation processes. Highly developed problem-solving abilities. Sound interpersonal/communication skills.

DUTIES : Coordinate the evaluation of medical & surgical equipment and consumables for purchase. Liaise with users and suppliers of medical & surgical equipment and consumables. Conduct research and maintain a database of healthcare technology. Provide training and guidance on the use of medical & surgical equipment and consumables. Provide training and guidance on the use of the Essential Supplier Database. Assist in the prioritization of medical and surgical consumables and equipment needs. Represent SCM on Hospital Clinical

Advisory Committee. Ensure proper application of contract management. Advisor to bid committee and delegates. Ensure compliance with SCM prescripts. Assist in Procurement Planning and Demand Management.

ENQUIRIES : Ms S Janki Tel No: (021) 658-5393 / Mr C Frank Tel No: (021) 404-3248
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 : 03 March 2023

POST 05/419 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R393 711 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the Job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.

DUTIES : Facilitate, co-ordinate 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. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.

ENQUIRIES : Mr DW Brecht Tel No: (021) 360-4635
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 : 03 March 2023

POST 05/420 : **ADMINISTRATIVE OFFICER: FINANCE**
 Garden Route District

SALARY : R269 214 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in hospital admissions, fees and patient administration. Appropriate Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Proficient in at least two of the three official languages of the Western Cape of which one must be English. Competencies (knowledge/skills): Analytical skills for monitoring and evaluation. Organisational, planning and leadership skills. Problem solving. Knowledge and working experience of BAS, Accounts Receivable and Clinicom systems, UPFS and Chapter 18 manual. Computer literacy (Word, Excel and Outlook).

DUTIES : Manage and supervise admissions, reception office, cashier and fees department. Manage income and cash. Monitor and control payments and journals of hospital accounts (BAS, AR and Clinicom). Monitor and submit statistics to management and District office timeously. Training of employees at admissions, fees and revenue. Banking of state monies. Represent institution at meetings and workshops in district.

ENQUIRIES : Mr D Matthee Tel No: (044) 302-8406
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 : 03 March 2023

POST 05/421 : **TELKOM OPERATOR**

SALARY : R151 884 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational requirements: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard and a messaging system. Inherent requirements of the job: Must be willing to work shifts, night shifts, weekends, public holidays, and overtime. Must be physically able to hear and speak clearly. Competencies Knowledge/skills Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook) Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Manage switchboard, answer telephonic queries, and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national, and international calls made. Effectively sending of bulk SMS's and assist with administration duties in the Paging office. Update speed dials and manage speed dial directory. Report all telephone faults and Switchboard errors to the Supervisor.

ENQUIRIES : Ms K Goolam Tel No: (021) 404-3332
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 : 03 March 2023

POST 05/422 : **CHILD MINDER**

SALARY : R128 166 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Numeracy and literacy and Child Care Certificate. Experience: Appropriate experience. Inherent requirement of the job: Must be willing to work shift and/or rotation basis. 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 child care 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 if and 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 : 03 March 2023

POST 05/423 : **CLEANER**
Central Karoo District
Chief Directorate: Emergency and Clinical Support Services

SALARY : R107 196 per annum
CENTRE : Emergency Medical Services – Central Karoo (Leeu-Gamka)
REQUIREMENTS : Minimum requirements: Ability to read and write. Experience: Appropriate experience as a Cleaner in a hospital or a health facility environment. Proven experience in duties as mentioned below. Inherent requirements of the job: Willingness to work shifts and on weekends. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Good time

management. Competencies (knowledge/skills): Knowledge of Health and Safety procedures.

DUTIES : Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Ground, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of waste from building daily. Notify management of deficiencies or repairs required. Relief according to the needs of the service.

ENQUIRIES : Ms K Goolam Tel No: (021) 404-3332

APPLICATIONS : Director Emergency Medical Services, Private Bag X24, Bellville 7530.

FOR ATTENTION : Ms M Lambert

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

CLOSING DATE : 03 March 2023

POST 05/424 : **HOUSEHOLD AID**
(Garden Route District)

SALARY : R107 196 per annum

CENTRE : Harry Comay TB Specialised Hospital, George Sub-district

REQUIREMENTS : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Hospital and or other Health Facility cleaning experience. Inherent requirements of the job: Rotate in wards according to the needs of the service. Render a shift service on weekends and public holidays, day and night duty. Competencies (knowledge/skills): Knowledge of infection control and safety procedures of a hospital environment. Basic knowledge of cleaning procedures and the cleaning equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to work with heavy duty household/cleaning equipment.

DUTIES : Render an effective, efficient and safe hygiene service in the Health Facility Correct handling and disposal of waste, medical waste and soiled linen. Responsible for cleaning duties in Health Facilities, refuse handling and maintenance of general neatness and hygiene in the area. Serving meals and beverages to patients on ward level. Cost effective utilization of consumables or resources. Assist with loading and off-loading of stock. Attending in-service training appropriate to services delivery and optimal support to the supervisor and colleagues. Effective support in the management of waste. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and record keeping.

ENQUIRIES : Mr R Lewis-Peters Tel No: (044) 814 1117/ (044) 814 1159

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 : 03 March 2023

POST 05/425 : **FOOD SERVICE AID**
Garden Route District

SALARY : R107 196 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills (basic Mathematics). Experience: Appropriate experience in an Industrial Food Service Unit. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. The incumbent must be physically strong to lift heavy objects and be on their feet the entire day. The ability to read, speak and write in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.

DUTIES : The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment.

ENQUIRIES : Ms MJ Greyling Tel No: (044) 805-4423

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

FOR ATTENTION : Ms LP Du Plessis

NOTE : No payment of any kind is required when applying for these posts. Short listed candidates may be subject to competency testing.

CLOSING DATE : 03 March 2023

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 27 February 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00, you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 05/426 : **PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 08/2023**

SALARY : R269 214 per annum (Level 07)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Competencies: Knowledge of the following: Relevant legislation, policies, prescripts and procedures; Financial administration; Skills needed: Written and verbal communication; Telephone etiquette; Proven computer literacy; People skills; Organising; Reliable; Self-management and motivated; Ability to act with tact and discretion; Ability to do research and analyse documents and situations.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Rendering administrative support services; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms R Patel Tel No: (021) 483 9392