

**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 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 08/579 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**
Cape Winelands District

SALARY : R881 961 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary) (A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Oudtshoorn Hospital, Oudtshoorn & Kannaland Sub-district
Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows registration with the South African Nursing Council (SANC). 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: A valid driver's license (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery: Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care.

ENQUIRIES APPLICATIONS : Dr CA Dreyer Tel No: (044) 203-7204
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.
24 March 2023

POST 08/580 : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY)**

SALARY : R588 378 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the

period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Must be willing to perform after-hour and weekend duties and deputies for Assistant Manager: Nursing. Competencies (knowledge/skills): Extensive knowledge in General Nursing and the relevant Nursing Specialty. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills.

DUTIES : Collect, provide and use relevant information for the enhancement of service delivery. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Participate in and encourage nursing research. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2072
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 : 24 March 2023

POST 08/581 : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (MATERNITY) (X3 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R400 644 per annum, (PN-B1)
 Grade 2: R492 756 per annum (PN-B2)

CENTRE : Hanover Park Community Health Centre (X2 Posts)
 Gugulethu Community Health Centre (X1 Post)

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 nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. 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 after obtaining the 1year post-basic qualifications in the relevant speciality as mentioned above. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirement of the job: Willing to work shifts, day- night duty, and public holidays. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Computer literacy (MS Office).

DUTIES : Render an effective and comprehensive antenatal, intrapartum and post-partum nursing care to patients. Provide continuous holistic and comprehensive nursing care. Assist with managing human resources, financial resources and administration duties. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Perform duties in accordance with the post basic speciality mentioned above. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Sr. L. Abrahams Tel No: (021) 684-1317
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. |
| <u>CLOSING DATE</u> | : | 24 March 2023 |
| <u>POST 08/582</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R400 644 per annum (PN-B1) Grade 2: R492 756 per annum (PN-B2) |
| <u>CENTRE</u> | : | Valkenberg Hospital |
| <u>REQUIREMENTS</u> | : | 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. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in psychiatry, after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Work shifts on day/night duty when required to satisfy operational needs. Competencies (knowledge/skills): Basic financial management skills. Computer literacy. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Knowledge of legal framework and regulations regarding nursing practice. |
| <u>DUTIES</u> | : | Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Effective utilization of human, financial and physical resources (equipment and consumables). Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. |
| <u>ENQUIRIES</u> | : | Thandeka Rongwana Tel No: (021) 826 5863 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification 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 on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. |
| <u>CLOSING DATE</u> | : | 24 March 2023 |

POST 08/583 : **CONTROL INDUSTRIAL TECHNICIAN: ELECTRONICS (IN CHARGE OF UNIT)**
Directorate: Health Technology (Clinical Engineering-Goodwood)

SALARY : R393 711 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Diploma for Technicians (T, S or N stream) – Electronics, Electrical-Light Current, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate proven experience with repairs, maintenance and installation of electronic and related medical equipment. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Willing to work overtime, and travel throughout the Western Cape Province. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Good written and verbal communication. Ability to manage and train staff.

DUTIES : Manage and Supervise all activities of the Electronic Unit, ensure that all tasks are completed within time limits. Liaise with clients regarding information and work progress. Ensure compliance with Occupational Health and Safety Act. Ensure continuity of service by assisting other sections, prioritising work and consideration of operational requirements. Monitor staff performance, training, mentor and discipline. Request parts and service via Logis system. Maintain maintenance management and internal records, also develop preventative maintenance schedules and maintain service routes. Write reports and assist with specifications. Carry out and manage maintenance, repairs and installation of electronic and related medical equipment.

ENQUIRIES : Mr K Lutchman Tel No: (021) 590-5005
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying this post.
CLOSING DATE : 24 March 2023

POST 08/584 : **CONTROL INDUSTRIAL TECHNICIAN: MEDICAL IMAGING (XRAY AND RELATED) (IN-CHARGE OF UNIT)**
Directorate: Health Technology

SALARY : R393 11 per annum
CENTRE : Head Office, (Clinical Engineering-Goodwood)
REQUIREMENTS : Minimum educational qualifications: National Diploma for Technicians (T, S or N stream) – Electronics, Electrical Light Current, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate proven experience with repairs, maintenance and installation of Medical Imaging- Xray and related medical equipment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willing to work overtime, and travel throughout the Western Cape Province. Good written and verbal communication in two of the three official languages of the Western Cape Government. Competencies (knowledge/skills): Excellent ability to fault find and repair down to component level. Competent with hands-on practical work. Computer literate. Ability to manage and train staff.

DUTIES : Transport of official passengers, post, packages, medicine and equipment. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects. Adhere to departmental codes, procedures and Road Traffic Act. Ensure accurate completion of logbooks and routine administration. Ensure all vehicles are kept clean and tidy. Effective delivery and collection of all blood products and specimens. Upload, unload and delivery of medication, goods, packages and equipment within the Hessequa Sub-District and PGWC. Support and relief duties to supervisor when required. Perform routine administrative duties when required and respond to emergencies when necessary.

ENQUIRIES : Mr L Lutchman Tel No: (021) 590-5005
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 : 24 March 2023

POST 08/585 : **SENIOR STATE ACCOUNTANT: FINANCE (DICU) (X5 POSTS)**
Directorate: Financial Accounting (Head Office, Cape Town) Based on the premises of Stikland Hospital

SALARY : R331 188 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Finance, Accounting or Auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) manual drivers license. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of payments and transfer payments. Computer literacy (Microsoft Excel, Word, Power Point).

DUTIES : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on the accounting systems of the department.

ENQUIRIES : Mr DM Pick Tel No: (021) 940-8725
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 24 March 2023

POST 08/586 : **ADMINISTRATION CLERK: HUMAN RESORCE DEVELOPMENT (EPWP)**
Directorate: Human Resource Management, People Development (12-Month Contract)

SALARY : R181 599 per annum, (annual salary plus 37% in lieu of service benefits)
CENTRE : Head Office
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate proven relevant experience of SSIG. Appropriate proven knowledge and understanding of SSIG. Inherent requirement of the job: A valid (Code B/EB) drivers License and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of EPWPRS. Experience in the implementation of SSIG. Experience in coordinating Inductions. Communication skills and telephone etiquette.

DUTIES : Engage with all relevant stakeholders and provide support where needed. Conduct Inductions and orientation of new intake. Capture all SSIG projects and its participants on EPWPRS. Collect and certify all supporting documents. Provide admin support for SSIG project manager. Monitor expenditure of SSIG via IYM and provide feedback to manager. Prepare all compliance reports including business plan and quarterly reports Monitor and provide constant update on SSIG expenditure. Conduct One on one visits with interns. Assist with the coordination of Career Expos.

ENQUIRIES : Mr W Peters Tel No: (021) 483-3785
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. Applicants may be subjected to a competences assessment test.
CLOSING DATE : 24 March 2023

POST 08/587 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Overberg District

SALARY : R181 599 per annum
CENTRE : Overberg District Office (stationed at Caledon)

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| <u>REQUIREMENTS</u> | : | 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 focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and, or LOGIS System. Appropriate experience in Contract Management. Experience in the management of Asset Management. Experience in Compliance Management and Reporting. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to work overtime. Willingness to rotate between institutions within District (relief) when necessary. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge and practical experience in Logis and Electronic Procurement Solutions (EPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (Excel LOGIS, BAS, EPS and ESL). Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations. |
| <u>DUTIES</u> | : | Transport operational management, monitoring and support. Demand & Acquisition management, monitoring and support. Inventory management, monitoring and support. Asset management, monitoring and support. Compliance control and monthly reporting. Contract management, monitoring and reporting. |
| <u>ENQUIRIES</u> | : | Ms J Honeyball Tel No: (028) 214-5855 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>CLOSING DATE</u> | : | 24 March 2023 |
| <u>POST 08/588</u> | : | <u>ADMINISTRATION CLERK: SUPPORT</u> Garden Route District |
| <u>SALARY</u> | : | R181 599 per annum |
| <u>CENTRE</u> | : | Still Bay/Melkhoutfontein CC (Satellite Clinic's) |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Grade 12/ Senior Certificate plus competencies. Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies. Appropriate experiences in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between Reception and Information Management. Willingness to relieve in other facilities in Hessequa. Proficient in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point). |
| <u>DUTIES</u> | : | Leadership and governance by ensuring implementation of DOH policies, guidelines and SOP's. Effective and efficient management of Reception Services and Registry functions. Client service and support. Data management. SCM and Equipment management. |
| <u>ENQUIRIES</u> | : | Mr L Lutchman Tel No: (021) 590-5005 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 24 March 2023 |
| <u>POST 08/589</u> | : | <u>DRIVER (HEAVY DUTY VEHICLE)</u> Garden Route District (George Sub-district) |
| <u>SALARY</u> | : | R128 166 per annum |
| <u>CENTRE</u> | : | PHC Support and Outreach, George |
| <u>REQUIREMENTS</u> | : | Minimum requirement: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirement of the job: Valid code (C1) (Code 10) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to |

- perform standby duties. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region.
- DUTIES** : Driving of a heavy-duty vehicle. Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
- ENQUIRIES** : Mr A Muller Tel No: (044) 814-1123
- 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. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 24 March 2023
- POST 08/590** : **SECURITY OFFICER**
- SALARY** : R128 166 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer. Inherent requirement of the job: Must be physically fit. Must have a valid driver's license. Proficiency in English (both written and verbal) as well as one of the two official languages of the Western Cape. Willingness to work shifts and be available on a 24-hour basis. Competencies (knowledge/skills): Ability to work in a team as well as independently. Knowledge of security related prescripts, regulations and procedures.
- DUTIES** : Ensure access/egress and controlling of all hospital keys. Giving of evidence at Court or disciplinary inquiries. Investigation of incidents, writing reports and statements. Patrolling of buildings, parking areas and perimeter fencing. Supervise outsourced security officers.
- ENQUIRIES** : Mr S Ndzuzo Tel No: (021) 404-3111
- 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** : 24 March 2023