

**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 09/266** : **MEDICAL SPECIALIST: GRADE 2 TO 3**
Chief Directorate: Emergency and Clinical Support Services
- SALAR** : Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Emergency Medical Services
Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Emergency Medicine. Post-graduate Qualification in Emergency Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Emergency Medicine. Experience: **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA. At least 5 years of operational experience as an Emergency Medicine Specialist **Grade 3:** A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA. At least 5 years of operational experience as an Emergency Medicine Specialist
Inherent requirement of the job: Valid driver's licence. Willingness to work commuted overtime and perform on-call duties. Competencies (knowledge/skills): Strategic planning and organizing skills. Clinical expertise and clinical governance and research skills. Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy (Outlook, Excel, Word and PowerPoint).
- DUTIES** : Develop, coordinate, strengthen, support, and represent the Provincial Emergency Care platform in collaboration with health facilities, EMS, GSAs (metro and rural), academic Emergency Medicine leads and relevant stakeholders. Ensure and coordinate Emergency Care clinical governance as it relates to critical processes, inclusive of strengthening pathways and coordinating research and training efforts across the platform. Provide corporate and strategic support for recovery and resurgence strategies. Ensure incremental development towards Universal Healthcare. Implement a recovery strategy by developing a strategic and operational plan for Emergency Medicine in the Western Cape Support the coordination and delivery of emergency care service delivery. Ensure that a Provincial Emergency Medicine strategy is in place for a resurgence of public health emergencies.
- ENQUIRIES APPLICATIONS** : Mr C Wylie Tel No: (021) 508-4519
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.
31 March 2023
- POST 09/267** : **INDUSTRIAL/ORGANISATIONAL PSYCHOLOGIST GRADE 1**
Directorate: People Strategy
- SALARY** : R745 785 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Head Office, Cape Town
Minimum educational qualification: Master's Degree in Industrial/Organisational Psychology (NQF 9) that allows registration with the Health Professions Council of South Africa (HPCSA) as an Industrial/Organisational Psychologist. Registration with a professional council: Registered with the Health Professional Council of South Africa as an Industrial/Organisational Psychologist. Experience: Research, development or

conceptual strategy work in HR/ PM / OD: Designing and facilitating workshops/ interventions for leadership, organisational behaviour change and organisational culture transformation, Supervising professional internships. Inherent requirements of the job: A valid Code B/EB driver's licence. Competencies (knowledge/skills): Adhering to Principles and Values; Presenting and Communicating Information; Persuading and Influencing; Deciding and Initiating Action, Working with People; Adapting and Responding to Change; Relating and Networking; Planning and Organising; Applying Expertise and Technology; Analysing; Delivery Results and Meeting Customer Expectations; Writing and Reporting. Professional Judgement and Decision-Making; Critical Reasoning; Proficient in Presentation Development & Delivery; Appreciative Enquiry; Conceptual Thinking; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy, Literacy; Driving; Computer literacy; Research and Development; Project Management; Facilitation Skills; Change Management; Project Management; Interpersonal Skills and Conflict Management; Capability to work with competency assessment tools and related systems. Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Ethical Code of Conduct for Practitioners registered under the HPA (Annexure 12 – Psychologists); Scope of Practice of Psychology, 2018 (as per HPA); HPCSA Form 160 – Internship Guidelines for Supervisors, Interns and Academic Institutions; HPCSA Form 218 – Requirements in respect for Internship Programmes for Industrial Psychology; Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA Policy guideline on Classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; ITC Guidelines on computer-based and internet delivered assessments and assessment of diverse populations, 2018 ; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Proven knowledge of the Public Sector administration and understanding of provincial government functioning; Proven knowledge of the Public Service Act and Public Service Regulations, 2016; Knowledge of Organisational Behaviour methodologies, tools and assessment-related processes to perform diagnostics in terms of leadership development and organisational culture.

DUTIES

: Provide professional, behavioural science expertise in the development and implementation of the People Strategy, aligned to the reset and transformation agenda of the Department. Aligned to the Scope of Practice for IOP “enhancing the behaviour and functioning of people, groups, and organisations to assist people pursuing meaningful and enriching work. by applying psychological principles in the assessment diagnosis and intervention of human behaviour and to facilitate organisational flourishing” Provide a conceptual framework for the People Strategy. Develop the detailed People Strategy aligned to the Reset and Transformation agenda of the Department. Drive the People Strategy implementation in the Department. Aligned to the Scope of Practice for IOP: “intervening in issues of critical relevance to organisations, including Provide expert advice and/or opinions on issues of critical relevance in various People Management areas. Integrate expert knowledge to produce thorough inputs, guidelines and tools in the Chief Directorate People Management, drawing from emerging theories, models, principles and applied IOP practices. Keep up to date with peer-reviewed publications and thought leaders in the field. Aligned to the HPCSA prescripts on supervision and development of future IOPs to transform and grow the field is imperative through professional internship programmes: Take up the role of supervising psychologist for professional intern IOPs placed in the Department. Assist in mentorship and guidance of professional IOP interns towards future work prospects in the public service and elsewhere. Be an exemplar to professional IOP interns of the Code of Conduct for IOPs as well as the IOP Oath (SIOPSA). Assist professional IOPs with the completion of their internship with the Professional Board of Psychology at the HPCSA.

**ENQUIRIES
APPLICATIONS**

: Ms R Shade Tel No: (021) 483-3717
 : 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.
 : 31 March 2023

POST 09/268 : **MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY) (6/8TH POST)**

SALARY : Grade 1: R643 896 per annum
Grade 2: R736 230 per annum
Grade 3: R854 412 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE REQUIREMENTS : Tygerberg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa as Medical Practitioner: Independent Practice. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council 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 appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Proficiency in at least two of the three official languages of the Western Cape. A valid Code (B/EB) drivers licence. Competencies (knowledge/skills). An interest in academic development preferably proven by previous academic activities.

DUTIES : Service delivery will be in the Division of Radiation Oncology at Tygerberg Hospital. The clinical service includes in- and outpatient management of cancer patients as per job description.

ENQUIRIES APPLICATIONS : Dr M Heunis Tel No: (021) 938-4730
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 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 : 31 March 2023

POST 09/269 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

SALARY : R588 378 per annum
CENTRE : Tygerberg 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the theatre after obtaining the 1-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to

communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F. Baartman Tel No: (021) 938-4055
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 : 31 March 2023

POST 09/270 : **OPERATIONAL MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY)**
 Chief Directorate: Metro Health Services

SALARY : R588 378 per annum
CENTRE : Victoria Hospital, Wynberg
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. Post-basic nursing qualification with a 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : Provide leadership to realise the strategic goals and objectives of the Nursing Division and for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, 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. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms MAT Dubru-Shunmugam Tel No: (021) 799-1125, E- mail address 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 : 31 March 2023

<u>POST 09/271</u>	:	<u>CANDIDATE ARCHITECT</u> Directorate: Infrastructure Programme Delivery (5-Year Contract Post)
<u>SALARY</u>	:	R559 905 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: B degree in Architecture or relevant qualification. Registration with a professional council: Registered as a Candidate Architect with the South African Council for Architectural Profession. Experience: No previous experience required. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals or primary health care facilities. Experience in the preparation of reports, submissions and presentations in English. Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS Infrastructure Programme and Project Implementation and Monitoring. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	Ms L Spieringshoek-Martins Lynn.Spieringshoek@westerncape.gov.za
<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>	:	31 March 2023
<u>POST 09/272</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OBSTETRICS AND GYNAECOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R464 466 - R522 756 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Inherent requirements of the job: Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. -Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict-resolution skills. Good organisational skills and the ability to function under pressure.

- DUTIES** : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES APPLICATIONS** : Ms F Baartman Tel No: (021) 938-4055
: 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** : 31 March 2023
- POST 09/273** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORGAN TRANSPLANT COORDINATOR)**
- SALARY** : Grade 1: R400 644 per annum
Grade 2: R492 756 per annum
- CENTRE** : Directorate: Tygerberg Hospital
- 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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. 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 professional Nurse with 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 this 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. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Organ transplant coordination. Knowledge of relevant legislation and policy related to organ transplant coordination. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making, and conflict-resolution skills. Good organizational skills and the ability to function under pressure.
- DUTIES** : Identify and coordinate learning opportunities for all nursing and related staff as well as students in the Organ transplant unit. Effective management of cadaver and familial organ donor patients. Effective liaising with all relevant stakeholders within the organ transplant team Effective management and utilisation of human and financial Resources to ensure optimal operational function in the area. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES APPLICATIONS** : Ms F Baartman Tel No: (021) 938-4055
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying 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 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: Medical and Surgical Nursing Science: Critical Care Nursing: General.
- CLOSING DATE** : 31 March 2023

<u>POST 09/274</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u>
<u>SALARY</u>	:	R393 11 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: An appropriate 3-year National Diploma or Degree in Human Resource Management/ Labour Law/ Industrial Psychology or Public Management/Public Administration. Experience: Three years or more appropriate experience in Labour Relations. Inherent requirement of the job: Valid Code (B/EB) drivers' licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/ hearings.
<u>DUTIES</u>	:	Give expert advice and support regarding a variety of labour relations issues about misconduct, grievances, disputes and the IMLC to Managers. Deal with collective bargaining matters. Manage labour relations matters, e.g. Disciplinary procedures, grievance procedures etc. Manage and Facilitate IMLC Processes. Manage and oversee Labour Relations Training. Overseeing Labour relations administrative work. Ensure optimal supervision of staff.
<u>ENQUIRIES</u>	:	Mr ZR Mhlanga Tel No: (021) 938 4138
<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>	:	31 March 2023
<u>POST 09/275</u>	:	<u>ASSISTANT DIRECTOR: PEOPLE ADMINISTRATION</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Emergency and Clinical Services Support
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Inherent Requirements: Valid (Code B/EB) driver's license. Willingness to travel. Experience: Appropriate knowledge and experience in Financial Administration and Supply Chain Management. Appropriate supervisory experience. Appropriate procurement and contract management experience. Competencies (knowledge/skills): Good managerial and interpretation skills. Knowledge of EPS and LOGIS with sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and HRM). Proven ability to work independently in a high-pressure environment while complying to due dates. Good written and communication skills in at least two of the three official languages of the Western Cape. Highly developed problem-solving abilities. Ability to manage and develop staff. Excellent computer skills and literacy in (Microsoft Office (especially), MS Word, Excel, etc.).
<u>DUTIES</u>	:	Ensure an effective and efficient Procurement, Asset Management and Support Service is delivered at the ECSS Directorates. Act as liaison between the Head Office and the institutions in respect of all SCM matters. Monitor the proper functioning of the Quotation committees at ECSS Directorates. Ensure that all the info for the AFS is collected, verified, and submitted timeously to Head Office. Ensure the investigation and correction of all discrepancies in the store and asset registers. Monitor compliance to the procurement plan targets of Directorates within ECSS. Provide technical SCN and Contract Management Support to the ECSS Sector.
<u>ENQUIRIES</u>	:	Mr A Ngantweni Tel No: (021) 815-8617
<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>	:	31 March 2023
<u>POST 09/276</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Financial, Supply Chain and

People Management in a Hospital environment. Appropriate management experience in a Finance/SCM department in a hospital environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Able to communicate in at least two of the three official languages of the Western Cape. Competencies (Knowledge/Skills): Appropriate experience in Public Finance Management and Supply Chain Management as well as appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must have a high level of computer literacy and knowledge of related procurement systems. Must have strong verbal and written communication skills and have the ability to interpret and compile complex Finance & SCM reports, including compilation and submission of Annual and Interim Financial Statements. Management, supervisory and leadership skills as well as strong analytical and problem-solving abilities.

DUTIES : Ensuring Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse, Contract and Asset Management for New Somerset Hospital. Financial Management by ensuring effective Creditors Management, Management of Expenditure as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance with Policies and Prescripts for the Finance and Supply Chain Management components and control and analyse monthly reporting, implement change management where shortcomings are identified and monitor progress. Perform SCM Leadership to support and guide staff, and implement improvement plans to increase SCM Performance. Responsible for ensuring timeous submission of accurate Interim and Annual Financial Statements for the institution on all facets of Finance and SCM. Effective management of Human Resources in the Finance and Supply Chain Management Components.

ENQUIRIES : Mr R. Cajada Tel No: (021) 402-6594.

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 : 31 March 2023

POST 09/277 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District

SALARY : R331 188 per annum

CENTRE : Bergriver Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management, Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Mr R van Staden Tel No: (022) 487-9208

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** : 31 March 2023
- POST 09/278** : **ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)**
Chief Directorate: Metro Health Services
- SALARY** : R181 599 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
 Experience: Appropriate patient fees experience in a health/patient environment. Appropriate Clinicom experience. Appropriate Cashier experience, within a hospital setting. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Officials must have a good understanding of the daily running of a hospital fees department, a good understanding of the department & fees protocol, and hospital fees, policies and procedures – Chapter 18.
- DUTIES** : Follow up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related Finance Instructions and allocate medical aid and debtor payments. General fees administration and account-related duties/enquiries including filing and cashier duties. Complete BAS transactions including deposits, day ends, journals and special journals and reconcile with the AR system. Compile weekly write-off annexures. Relieve in other departments as operationally required.
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833-9445
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 a practical test.
- CLOSING DATE** : 31 March 2023
- POST 09/279** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Garden Route District
- SALARY** : R181 599 per annum
CENTRE : Knysna/Bitou Sub District PHC Outreach & Support (stationed at Knysna Hospital)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent).
 Experience: Appropriate health information management experience. Inherent requirements of the job: A valid (Code B/EB) driver’s license. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net and Ideal clinic). Training Skills. Advanced computer literacy (MS Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context. Appropriate experience in data capturing and Computer Literacy. Appropriate experience in PHCIS, Clinicom, Tier.net, Ideal clinic and Sinjani.
- DUTIES** : Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in a prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management training and monitoring data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholders, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). Responsible for and supervised information management staff.
- ENQUIRIES** : Mr AM Kock Tel No: (044) 302-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency assessment.

CLOSING DATE : 31 March 2023

POST 09/280 : **SECRETARY**
West Coast District

SALARY : R181 599 per annum
CENTRE : Langeberg Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate with Typing or Computyping or Computer Applications Technology as a major subject. Experience: Appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, Publisher and PowerPoint). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good typing and computer skills.

DUTIES : Maintain the administration of the office of the Medical Manager and Sub-district Office. Attend to correspondence (mail, telephone calls, faxes, photocopy of documents) and distribute as required. Maintain an effective filing system, typing and editing of correspondence and reports. Manage the diary and weekly program of the Medical Manager and Sub-district Office. Receive visitors and arrange appointments, make travel and accommodation arrangements. Arrange and co-ordinate agendas, minutes, meetings, book venues as required and act as secretariat when required.

ENQUIRIES : Dr L Rossouw Tel No: (023) 626-8543
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 : 31 March 2023

POST 09/281 : **ADMINISTRATION CLERK: SUPPORT SERVICES**

SALARY : R181 599 per annum
CENTRE : Western Cape College of Nursing (Boland Overberg Campus)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in support services/assistance. Inherent requirements of the job: Valid (code B/EB) driver's license. Willingness to travel and work overtime if required. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES : Performs field inventory by physically locating, identifying and counting of assets. Responsible for the Inspection and safe storage of vehicles. Responsible for the Transport of staff, students and goods. Responsible to assist Head of Campus with contract management functions.

ENQUIRIES : Ms L Strauss Tel No: (023) 347- 0732
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 : 31 March 2023

POST 09/282 : **ADMINISTRATION CLERK: FINANCE/ADMIN**
Chief Directorate: Metro Health Services

SALARY : R181 599 per annum
CENTRE : Valkenberg 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 (KPA's) of the post. Experience: Appropriate experience in the LOGIS and BAS systems. Appropriate experience in Finance and Supply Chain Management. Inherent requirements of the job: Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Knowledge of Supply Chain Management processes and the PFMA, Finance Instructions, Provincial Treasury Instructions, and National Treasury Regulations.

DUTIES : Control, verify, capture journals and report asset and liability accounts. Compile and Capture payments on BAS and LOGIS and ensure payments within 30 days of receipt of invoice and adequate batch control. Control, verify, and follow up on debt accounts according to prescripts and handling of petty cash. Pre-audit payment batches. -Process and check S & T claims.

ENQUIRIES APPLICATIONS : Mr L Pansi Tel No: (021) 826 5921

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to competency testing. CVs should address experience and knowledge extensively regarding the duties above.

CLOSING DATE : 31 March 2023

POST 09/283 : **HOUSEKEEPING SUPERVISOR**

SALARY : R151 884 per annum

CENTRE : Red Cross War Memorial Children's Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirements of the job: Compulsory to work shifts, weekends, public holidays and in other departments. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.

DUTIES : Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of the housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions Assist in performing ad-hoc duties within the hospital.

ENQUIRIES APPLICATIONS : Mr S Cupido Tel No: (021) 658 5452

FOR ATTENTION NOTE : To the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

CLOSING DATE : Ms T Nqola

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

CLOSING DATE : 31 March 2023

POST 09/284 : **STERILISATION PRODUCTION OPERATOR**
Central Karoo District

SALARY : R128 166 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) Grade 9(std. 7). Experience: Appropriate experience and knowledge of CSSD. Inherent requirements of the job: Will be required to do call-outs after hours, weekends and on public holidays. Valid Code (B/EB) driver's license. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and insight of relevant policies and procedures related to the sterilization process. Good interpersonal skills.

DUTIES : Effective application of sterilisation processes and techniques and promote/adhere to infection prevention and control measures as well as health and safety regulations. Effective monitoring, control and maintain stock and equipment levels within the CSSD. Collecting, receiving, cleaning, packing, sterilizing and distribution of instruments, equipment, and Linen. Ensure effective management of the CSSD. Optimal Support to supervisor and colleagues.

ENQUIRIES APPLICATIONS : Mr TW Ntombana Tel No: (023) 414-8200

FOR ATTENTION NOTE : To the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

CLOSING DATE : Ms S Pienaar

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

CLOSING DATE : 31 March 2023

- POST 09/285** : **CLEANER**
West Coast District
- SALARY** : R107 196 per annum
CENTRE : Radie Kotze Hospital, Piketberg, Bergriver Sub-district
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate Hospital and or Clinic or other Health Facility cleaning experience. Competencies (knowledge/skills): Ability to work with heavy-duty household/cleaning equipment. Willingness to work shifts, night duty and on public holidays. Knowledge of infection control and safety procedures of a hospital/clinic environment.
- DUTIES** : Render an effective, efficient and safe hygiene service in the hospital Correct handling and disposal of waste and medical waste. Correct handling of soiled linen. Assist with duties regarding Central Sterilization Services Department. Render a support service to the supervisor.
- ENQUIRIES** : Ms TJ Fredericks Tel No: (022) 913-1175
APPLICATIONS : The Manager: Medical Services, Private Bag X 261, Main Street, Radie Kotze Hospital, Piketberg, 7320.
- FOR ATTENTION** : Ms LM Titus
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 March 2023
- POST 09/286** : **GENERAL WORKER STORES**
Chief Directorate: Metro Health Services
- SALARY** : R107 196 per annum
CENTRE : Klipfontein/Mitchells Plain Sub-structure Office
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Valid (Code B/EB) driver's licence. The ability to work under pressure and to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with the printing and binding of forms and documents within the reprographic section. Ensure the cleanliness of the printing section. Assist with driving duties when required including assistance with stock. Perform overtime duties when required. Assist with admin duties ie: Writing waybills, filling, report on any defects on the equipment. Any ad-hoc duties.
- ENQUIRIES** : Mr GS Marola Tel No: (021) 370-5071
APPLICATIONS : The Director: Klipfontein/Mitchell's Plain Sub-structure Office, Lentegeur Hospital, Highlands Drive, Mitchells Plain, 7785 or Private Bag X07, Lentegeur, Mitchells Plain, 7789.
- FOR ATTENTION** : Mr RS Jonker
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 March 2023
- POST 09/287** : **FOOD SERVICES AID**
Overberg District
- SALARY** : R107 196 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirement of the job: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to maintain good interpersonal skills.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and

adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.

ENQUIRIES : Mr NK Adams Tel No: (028) 313-5204
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

FOR ATTENTION : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 March 2023

POST 09/288 : **HOUSEHOLD AID**

SALARY : R107 196 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environments. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Ability to work in a team environment and independently.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient's and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.

ENQUIRIES : Ms L Chenga Tel No: (021) 658 5436 / Ms S Cupido Tel No: (021)658 5452
APPLICATIONS : To the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 31 March 2023

POST 09/289 : **HOUSEHOLD AID**
(West Coast District)

SALARY : R107 196 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy Experience: Appropriate cleaning experience. Inherent requirement of the job: Ability to work shifts, including weekends and public holidays and in other departments. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to undergo formal / informal in-service training. Competencies (knowledge/skills): Basic computer literacy (MS Word and Excel). Appropriate knowledge of infection control and safety procedures in a hospital environment.

DUTIES : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and 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 toilets, sluices and drains Ensure that cleaning equipment, eg polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues. Assist with serving meals and beverages to patients.

ENQUIRIES : Mr L Mpata Tel No: (022) 921-2153

APPLICATIONS : To the Manager: Medical Services, Citrusdal Hospital, Private Bag X14,
Citrusdal, 7340.
FOR ATTENTION : Ms A Douries
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE 31 March 2023