

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

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.

MANAGEMENT ECHELON

POST 23/400 : **CHIEF EXECUTIVE OFFICER**
Chief Directorate: Rural Health Services

SALARY : R1 162 200 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in a Health/Social Science or related field as recognized by SAQA with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. High level of communication skills. Advanced leadership and management skills. Advanced planning and organising skills. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the financial management of a health service. Proven leadership and management competencies specific to a health-care environment. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email).

DUTIES : Exercise Values-based leadership and overall governance within the strategic priorities and framework of acute hospital services. Enhance collaborative leadership within the geographic ecosystem aligned with the culture transformation journey of the Department of Health and Wellness. Overall responsibility for the Clinical Governance of the hospital, ensuring the effective and efficient management of all aspects of patient care ensuring the highest standard of clinical care possible within the available resources. Ensure effective risk and disaster management. Overall responsibility for Corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, Management of Support Services, and oversight of Contract Management with key external partners. Ensure effective and efficient engagement with external stakeholders.

ENQUIRIES : Dr L Phillips Tel No: (044) 695 0047

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 : 21 July 2023

OTHER POSTS

POST 23/401 : **ASSISTANT MANAGER NURSING (SPECIALTY AREAS) OPERATING THEATRE AND CSSD, PSYCHIATRY, ADULT HIGH CARE, EMERGENCY CENTRE AND OPD**
Chief Directorate: Rural Health Services

SALARY : R683 838 per annum (PN- B4)

<u>CENTRE REQUIREMENTS</u>	: Paarl Hospital : Minimum educational qualification Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. 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 or Medical and Surgical Nursing Science: Operating Theatre Nursing or Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of ten years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six 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/recognisable experience at management level. Inherent requirements of the job: Willingness to work under pressure and beyond the call of duty. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover, including relief for night duty nursing management when required. Deputising for the Head of Nursing. Competencies (knowledge/skills): Should possess sound, proven managerial skills, computer literacy, knowledge of financial- and change management processes. Good verbal and written communication skills. Ensure that a holistic nursing service is rendered to patients in a cost-effective, efficient, and equitable manner by the Nursing Units under your control, including the overall management functions. Monitor and evaluate service delivery (Nursing) on night duty. And ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National Core Standards and develop quality improvement plans where gaps were identified and implement quality improvement plans effectively and amicably at management level. Ability to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Demonstrable computer literacy skills (MS Word, Excel, PowerPoint and Outlook). Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, strong decision-making, and conflict resolution (labour relations and disciplinarys) skills and the ability to function under pressure.
<u>DUTIES</u>	: The candidate will be responsible for planning, organising, leading, co-ordinating, and supervising nursing services. Maintaining an optimal quality nursing service. Participative management, utilisation and monitoring of human- and other resources to fulfil operational and developmental functions in the areas. Initiate and actively participate in training, development, and research, including quality training and change management within the Nursing Division. Actively provide support to the Nursing Service and the institution. Maintain and ensure SANC-achievement of CPD as part of self-development and professional growth and ethical standards, including leadership skills and behaviours.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Bruiners Tel No: (021) 860-2522 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 21 July 2023
<u>POST 23/402</u>	: <u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: R627 474 per annum (PN- A7)

<u>CENTRE REQUIREMENTS</u>	: Paarl Hospital : Minimum educational qualification Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve other Night Nursing Managers. Deputising for the Deputy Manager Nursing. Competencies (knowledge/skills): Monitor and evaluate service delivery (Nursing) on night duty. And ensure that the clinical nursing practice by the nursing team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Evaluate National Core Standards and develop quality improvement plans where gaps were identified and implement the QIP work effectively and amicably at management level. Able to manage own work and that of units reporting to the post and to ensure appropriate interventions to enhance nursing services. Display a concern for patients, promoting, advocating, and facilitating proper treatment and care and ensuring that the principles of Batho Pele are adhered to. Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.
<u>DUTIES</u>	: Responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth, self-development, including leadership skills and behaviours.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Bruiners Tel No: (021) 860-2522 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 21 July 2023
<u>POST 23/403</u>	: <u>OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (MEDICAL WARD)</u> Chief Directorate: Rural Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	: R497 193 per annum (PN-A3) : Paarl Hospital : 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) in General Nursing. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Inherent requirement of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers.

Deputising for the Assistant Manager Nursing. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) 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 utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth, self-development, including leadership skills and behaviours.

ENQUIRIES : Mr S Bruiners Tel No: (021) 860-2522
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 : 21 July 2023

POST 23/404 : **OPERATIONAL MANAGER NURSING GRADE 1: GYNAECOLOGY AND OBSTETRICS (GENERAL)**
 Chief Directorate: Rural Health Services

SALARY : R497 193 per annum (PN-A3)
CENTRE : Paarl 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) in General Nursing and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. Inherent requirement of the job: Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours, and weekend cover for Nursing Management. Work night-duty on a planned schedule to relieve Night Nursing Managers. Deputising for the Assistant Manager Nursing. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) 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 utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth, self-development, including leadership skills and behaviours.

ENQUIRIES : Mr S Bruiners Tel No: (021) 860-2522

- 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** : 21 July 2023
- POST 23/405** : **PROFESSIONAL NURSE GRADE 1 TO 2: (SPECIALTY TRAUMA AND EMERGENCY)**
Garden Route District
- SALARY** : Grade 1: R431 265 per annum (PN -B1)
Grade 2: R528 696 per annum (PN-B2)
(Plus, non-pensionable rural allowance of 8% of your annual basic salary)
- CENTRE** : Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-district
- 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. . Registration with a professional council: Registration with the SANC as a Professional Nurse. 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 in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Leadership and interpersonal 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. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. 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.
- 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. Shortlisted candidates could be subjected to a competency test on day of interview. 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: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.
- CLOSING DATE** : 21 July 2023
- POST 23/406** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Garden Route District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)

<u>CENTRE REQUIREMENTS</u>	<p>Grade 2: R528 696 per annum (PN-B2)</p> <p>Garden Route District Office (stationed in George)</p> <p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupation Health. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and policies that governs Occupation Health and Safety. Computer literacy skills (Microsoft office).</p>
<u>DUTIES</u>	<p>Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Rural District. Support the implementation of the immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Mr H Van Wyk Tel No: (044) 813-2923</p> <p>Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")</p>
<u>NOTE</u>	<p>No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 Occupational Health and Safety with the South African Nursing Council."</p>
<u>CLOSING DATE</u>	<p>21 July 2023</p>
<u>POST 23/407</u>	<p><u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District</p>
<u>SALARY</u>	<p>Grade 1: R431 265 per annum (PN-B1) Grade 2: R528 696 per annum (PN-B2) (Plus, an 8% non-pensionable rural allowance of your annum basic salary)</p>
<u>CENTRE REQUIREMENTS</u>	<p>Oudtshoorn Clinic, Oudtshoorn Sub-districts</p> <p>Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year, Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Ability to effectively communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): NIMART training or experience. Problem</p>

- solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.
- ENQUIRIES APPLICATIONS** : Ms NC Jackson Tel No: (044) 203-7205
- 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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 21 July 2023
- POST 23/408** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District
- SALARY** : Grade 1: R431 265 per annum (PN-B1)
Grade 2: R528 696 per annum (PN-B2)
- CENTRE** : Malmesbury CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year, Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to effectively communicate in two of the three official languages of the Western Cape. A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.
- DUTIES** : Deliver quality comprehensive healthcare, renders clinical services and manage burden of disease. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
- ENQUIRIES APPLICATIONS** : Ms H Andrew Tel No: (022) 482-2729
- 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. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

- CLOSING DATE** : 21 July 2023
- POST 23/409** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Valkenberg Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Contract Management in Hospital environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime. Proficient in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge and experience of Contract Management. Computer literacy in PowerPoint, MS Excel, Word and Outlook. Ability to produce accurate and reliable outputs within a pressurised and deadline driven environment. Ability to work cooperatively with colleagues and stakeholders at all levels. Appropriate experience as a supervisor.
- DUTIES** : Compliance from the support services contractors with SLA, contracts and other government and internal prescripts. Supervise and conduct staff performance management (SPMS). Effectively updated and filed legal documentation pertaining to the management of the contracts. Effective and efficient administrative support within the support services management department. Effectively monitoring of allocated budgets against monthly expenditures.
- ENQUIRIES APPLICATIONS** : Ms M Froneman Tel No: (021) 826-5864
: 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 test.
- CLOSING DATE** : 21 July 2023
- POST 23/410** : **INDUSTRIAL TECHNICIAN: PRODUCTION**
Directorate: Health Technology (Clinical Engineering, based at Goodwood, Dental Unit)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Head Office, Cape Town
: Minimum educational qualification: National Diploma for Technicians (T, S or N Stream) in Electronics, Mechanical, Mechatronics or registration with the Engineering Council of South Africa (ECSA) as a professional Technician. Inherent requirements of the job: Valid Code (B/EB) drivers licence and competent to drive. Willing to work overtime, stay away and travel throughout the Western Cape Province. Experience: Appropriate experience with repair, maintenance and installation of dental and related medical equipment or demonstrate an aptitude for this type of work. 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.
- DUTIES** : Completing task within time limits. Liaising with clients about information and work progress. Ensuring compliance with Occupational Health and Safety Act. Ensuring continuity of service by assisting other Units, prioritising work, considering operational requirements and assist with training of staff and operators. Requesting of parts and service via LOGIS system. Maintaining of Maintenance Management and internal records. Write reports and assist with specifications. To carry out maintenance, repairs and installation of dental and related medical equipment. Visit institutions to maintain service routes and preventative maintenance schedules.
- ENQUIRIES APPLICATIONS** : Mr A Moelich / Mr K Lutchman Tel No: (021) 590-5007 / (021) 590-5005
: 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** : 21 July 2023

POST 24/411 : **FOOD SERVICES AID**
 Garden Route District

SALARY : R125 373 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Services environment. Inherent requirements of the job: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Willingness to work shifts and overtime, which includes weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to the departmental specifications. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Services Unit on a large scale. Knowledge of hygiene, occupational health (OHS), HACCP and safety principles. Ability to effectively multi-task, function independently, in a team and under pressure.

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

ENQUIRIES : Mr H Crous Tel No: (028) 713-8642
APPLICATIONS : To the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : No payment of any kind is required when applying for this post.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 21 July 2023