

**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.

OTHER POSTS

POST 24/185 : **PRINCIPAL PSYCHOLOGIST GRADE 1 (CHILD AND ADOLESCENT PSYCHIATRY)**

SALARY : R1 127 631 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professional Council as a Clinical Psychologist (Independent Practice). Experience: A minimum of 3 years appropriate experience as a Clinical Psychologist after registration with the Health Professions Council of South Africa (HPCSA). Inherent requirement of the job: Ability to travel within the Cape metropole and surrounds. Competencies (knowledge/skills): Excellent managerial, administrative, and leadership skills. Highly developed communication, interpersonal, analytical, and reflexive capacities. Extensive appropriate post-registration experience of clinical service delivery and management of psychology services. Knowledge and expertise in child and adolescent psychology and mental health including direct clinical care, supervision of others, and management of teams. Training and supervision of interns and clinical psychologists. Teaching and training at under and postgraduate levels in clinical psychology, child and adolescent psychiatry and mental health. Design and conduct of research, including evidence of post-graduate supervision and publication.

DUTIES : (key result areas/outputs): Strategic and operational management of the psychological services in the Division of Child and Adolescent Psychiatry (DCAP), RCWMCH. Effective Human Resource Management of clinical psychologists and interns at DCAP, RCWMCH. Provide comprehensive psychological treatment of child and adolescent patients with complex clinical conditions. Ensure appropriate training of intern psychologists in line with HPCSA guidelines. Research, teaching, administrative and social responsiveness activities related to a joint appointment with the University of Cape Town as Head of Psychology at DCAP, RCWMCH.

ENQUIRIES : Dr P Gasela Tel No: (021) 685-4103, email: papani.gasela@uct.ac.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 : 04 August 2023

POST 24/186 : **EMS OPERATIONS MANAGER (METROPOLE AND RURAL) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Service Support

SALARY : R961 614 per annum, A portion of the package can be structured according to the individual's personal needs.

CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic, or a B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Registration with the Health Professions Council of South Africa as a Paramedic or as an ECP. Experience: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Paramedic or an Emergency Care Practitioner (ECP). Inherent

- Requirement of the job: Competencies (knowledge/skills): Strong leadership, strategic, operational and contingency planning skills. Strong managerial and organizational skills. Strong Computer literacy and report-writing skills. Strong project management and project implementation skills. Knowledge of the relevant prescripts related to Financial Management, People Management, Fleet Management, and the Health Care acts.
- DUTIES** : (key result areas/outputs): Effective pre-hospital Emergency Care Service and respond to incidents when required. Manage the health and safety of patients, staff and working environments. Ensure, through oversight and intervention, that all People Management policies and procedures are adhered to within operations. Establish and maintain a governance system within EMS Metropole / Rural operations and ensure implementation and oversight of improvement projects within EMS. Ensure collaborative community and organisational stakeholder engagement to allow for better responsiveness to the community, inclusive of collaboration with volunteer organisations and volunteers to strengthen partnerships. Strengthening and improvement of service delivery through collaborative partnership and engagement towards Universal Health Care. Implementation of a recovery and a resurgence strategy and provide a strategic link between Finance and Supply Chain Management and Operations. Ensure that complaints, queries and compliments are responded to in a timeous manner.
- ENQUIRIES** : Mr S Taylor Tel No: (021) 508-4524
- 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** : 04 August 2023
- POST 24/187** : **MEDICAL SPECIALIST (SUB-SPECIALIST) GRADE 1 TO 3 (PAEDIATRIC RHEUMATOLOGY) (5/8TH POST)**
- SALARY** : Grade 1: R879 102 per annum
Grade 2: R1 003 332 per annum
Grade 3: R1 095 891 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatric Rheumatology. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Paediatric Rheumatology). Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Rheumatology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Rheumatology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Rheumatology. Inherent requirement of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem-solving and decision-making skills; ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies. related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Clinical governance - Provide leadership, supervision, and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection. Analysis and interpretation. Service

delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES APPLICATIONS : Mr R Geswindt Tel No: (021) 377-4410
: 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.
: 04 August 2023

POST 24/188 : **REGISTERED COUNSELLOR: GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Saldanha Sub-district
: Minimum educational qualification Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel in the sub-district/ district to consult clients and attend meetings. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies’ (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms and standards. Ability to work under pressure and meet deadlines. The ability to accept accountability and responsibility and to work independently and multidisciplinary team.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance emotional functioning and mental well-being. Performing basic psychological screening for the purpose of promoting mental health as a preliminary screening tool in order to refer appropriately. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers.

ENQUIRIES APPLICATIONS : Ms Nt Mkhwela Tel No: (022) 709-5067
: 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 28 July 2023

POST 24/189 : **OPERATIONAL MANAGER NURSING (SPECIALITY: OVERNIGHT WARD)**
Chief Directorate: Metro Health Services

SALARY : R627 474 (PNB3) per annum
CENTRE : Mitchell's Plain District 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 in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as Professional Nurse. 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 specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem-solving and decision-making skills; ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Clinical governance: Provide leadership, supervision, and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology: data collection. Analysis and interpretation. Service delivery: facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
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 : 28 July 2023

POST 24/190 : **OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (FREEZIA TRANSITIONAL CARE WARD)**
Chief Directorate: Metro Health Services

SALARY : R497 193 (PNA5) per annum
CENTRE : Mitchell's Plain District 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 Registered Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: **Grade 1:** Minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in general nursing. Inherent requirement of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem-solving and decision-making skills; ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Nursing and

		Health Act, Regulations and policies related to Nursing practices, National Core. Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology: data collection. Analysis and interpretation. Service delivery: facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.
<u>ENQUIRIES</u>	:	Mr R Geswindt Tel No: (021) 377-4410
<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>	:	28 July 2023
<u>POST 24/191</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) ARV (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R497 193 (PN-A5) per annum
<u>CENTRE</u>	:	Michael Mapongwana CHC (X1 Post) Khayelitsha CHC (X1 Post)
<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 a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel). Experience in working in a HAST (TB + ARV) setting.
<u>DUTIES</u>	:	Provide an effective and efficient comprehensive HIV/ARV primary healthcare package. Plan and organise facility, complete and sign off statistics. Involvement in community outreach projects to achieve targets and health education of patients and public staff/health care users. Financial planning and maintaining indirect control of expenditure. Professional development of staff, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level. Collaborate with NPO to achieve targets and improve quality care.
<u>ENQUIRIES</u>	:	Ms KI Jacobs Tel No: (021) 361-3353
<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>	:	28 July 2023
<u>POST 24/192</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (WARDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R497 193 (PNA 5) per annum
<u>CENTRE</u>	:	Karl Bremer 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) 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 SANC in General Nursing. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Word, Excel,

PowerPoint, and Outlook). Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Relief the Assistant Manager: Nursing when needed. Competencies (knowledge/skills): 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, conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, coordinating and maintaining optimal, Nursing Services as an Operational Manager in a general ward. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the units. Initiate, coordinate and participate in training, development and research within the nursing department. Relief supervisor and colleagues when needed. After-hour hospital cover for both day and night duty and deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr E Linden-Mars Tel No: (021) 918-1224
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 practical test.

CLOSING DATE : 04 August 2023

POST 24/193 : **ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING)**
 Directorate Management Accounting: Sub-Directorate: Strategic Budget Analysis

SALARY : R424 104 per annum
CENTRE : Head Office, Cape Town (stationed at Bellville Health Park in Bellville)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in data analysis and administration within a financial environment. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: Valid Code B/EB driver's license. Advanced Excel skills. Skills in VBA-programming and Power Query will be advantageous. Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Proficiency in cost management principles, budgeting and other management accounting tools and techniques. Solid understanding of Systems e.g., BAS, PERSAL, Vulindlela, LOGIS, MEDSAS. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.

DUTIES : Budget management and reporting based on various principles derived from standard management accounting techniques. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Design, maintenance, and development of queries to databases. Extraction, testing and clean-up of data to ensure data integrity. Assist and train managers in using expenditure models for financial planning and control. Expenditure control and cash flow management through established techniques such as forecasting and variance analysis. Supervise subordinates (performance management, discipline and development).

ENQUIRIES : Ms W Hanekom Tel No: (021) 815-8608
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 : 04 August 2023

POST 24/194 : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (POST NATAL WARD)**

Chief Directorate: Metro Health Services

SALARY : R497 193 (PNA 5) per annum
CENTRE : Mitchells Plain District 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 and Midwife. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: Minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse in General nursing. Inherent requirement of the job: Ability and willingness to work shifts which include after-hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context. Excellent communication (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit. Conflict management, problem-solving and decision-making skills. Ability to facilitate training. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act, Regulations and policies related to Nursing practices and Health Care, Mother and Child Health, National Core Standards and the Public service code of Conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Clinical governance - Provide leadership, supervision, and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance: develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilisation of information technology: data collection and analysis. Service delivery: facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Mr R Geswindt Tel No: (021) 377-4410
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 : 28 July 2023

POST 24/195 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MENTAL HEALTH)**
West Coast District

SALARY : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
CENTRE : Swartland 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 and Midwife. A post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years of 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 as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy (MS Word, Excel).

- DUTIES** : Co-ordination and effective implementation and efficient management of the Psychiatric Services in the sub-district. Involvement in training programmes in conjunction with People Development Unit Liaise with all relevant role players within a multi-disciplinary Team in the sub district. Liaise with multi sectorial role players in the management of Psychiatric patients. Monitoring of the Psychiatric Services program.
- ENQUIRIES** : Ms J van der Westhuizen 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 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.
- CLOSING DATE** : 28 July 2023
- POST 24/196** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1-year, accredited with the SANC in Occupational Health Nursing Science. 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. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of a multi-disciplinary team. Computer literacy (Ms Word, Excel, PowerPoint).
- DUTIES** : Provide Occupational Health Clinical Services at the institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC-related matters).
- ENQUIRIES** : Ms M 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. 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: Occupational Health Nursing Science with the South African Nursing Council.

- CLOSING DATE** : 28 July 2023
- POST 24/197** : **PROFESSIONAL NURSE: SPECIALTY - GRADE 1 TO 2 (OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Worcester Regional 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. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape, including English. Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Good understanding of Occupational Health services rendered at a Healthcare Facility Knowledge of the ethical and legal framework of the Acts, Regulations, Rules and Policies that govern Occupational Health and Safety. Effective interpersonal, leadership, decision making and conflict-resolution skills. Demonstrate a good understanding of people management and financial policies and practices. Practical knowledge of research methodology and Quality Management. Computer skills, communication skills and presentation skills.
- DUTIES** : Provide and manage a basic Occupational Health Service and refer to appropriate level of care when necessary. Coordinate health promotion and wellness initiatives. Provision of advisory services on OHS matters. Conduct Occupational Health Risk Assessments and develop Quality Improvement Plans in collaboration with Management Team. Ensure legal compliance with Occupational Health Policies, OHS Act and related Statutes An effective and efficient administrative system/control for the occupational health service Training in line with OHS Acts and Regulations
- ENQUIRIES APPLICATIONS** : Ms S Nieuwoudt Tel No: (023) 348-6455
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 in: Occupational Health Nursing Science with the South African Nursing Council.
- CLOSING DATE** : 28 July 2023
- POST 24/198** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X3 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Du Noon Community Health Centre
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 nursing 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 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 the specific specialty after obtaining the 1-year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.

DUTIES : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Mr RA Christoffels Tel No: (021) 200-4500
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "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: in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.

CLOSING DATE : 28 July 2023

POST 24/199 : **CONTROL INDUSTRIAL TECHNICIAN PRODUCTION**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Qualified Technician with a National Diploma in Electrical Engineering – Light current (T-or N- or S – Stream) (or equivalent) or registration as an Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of medical equipment. Inherent requirement of the job: Willing to work overtime. Do standby duties and handle after-hour calls. A valid driver's license (Code B/EB). Ability to communicate in at least two of the official languages of the Western Cape. Competencies (knowledge/skills): Computer literate. The ability to manage and supervise the repair of engineering equipment in a hospital environment. Understanding of provincial supply chain policies and practices related to equipment purchasing and management.

DUTIES : Manage service contracts and maintenance projects. Ensure compliance with the Occupational Health and Safety Act. Manage and carry/out maintenance,

repairs, routine inspection and evaluation of electronic, respiratory and anaesthetic equipment. Manage, plan and organise maintenance schedules and radio infrastructure services. Attend meetings and be able to communicate effectively with clinical and other personnel as well as private sector employees. Effective and Accurate record keeping of Assets. Effective planning and record keeping of the Budget.

ENQUIRIES : Dr S. De Vries Tel No: (021) 508 4523
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 : 04 August 2023

POST 24/200 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R424 104 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirement of the Job: Valid (Code B/EB) driver's licence. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Excellent computer skills in MS Office packages.

DUTIES : Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) and HR Audit Action Plan (HR AAP). Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Workplace Skills Plans. Manage sound Labour Relations and provide expert advice and guidance to Management and staff. Management and development of staff in the Human Resource Component.

ENQUIRIES : Mr DW Brecht Tel No: (021) 360-4635
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 July 2023

POST 24/201 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Rural Health Services

SALARY : R359 517 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification Appropriate three-year National Diploma/ Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. High level of computer skills in MS Office (i.e., Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES : Administer grievance and disciplinary cases and maintain a database to generate monthly reports for Labour Relations and all training interventions. Assist in the development, implementation and evaluation of the Workplace

Skills Plan (WSP). Effective and efficient support to supervisor and Hospital management and represent the Hospital at the relevant platforms. Consult and advise Management on all Labour Relations and Human Resource Development and Training policies, procedures and interventions. Co-ordinate the administration internship programmes and assist with recruitment & selection at the Institution. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee.

ENQUIRIES : Mr JI Engel Tel No: (044) 802-4364
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
NOTE : No payment of any kind is required when applying for this post. [applications](#))
CLOSING DATE : 28 July 2023

POST 24/202 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT – GOVERNANCE -TRAINING AND DEVELOPMENT (INFRASTRUCTURE)**
 Directorate: Supply Chain Management, Governance

SALARY : R359 517 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification Appropriate 3-year National Diploma/degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience in procurement prescripts related to Infrastructure. Appropriate training experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions, Knowledge and understanding of the Accounting Officers System and SCM delegations related to Infrastructure and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Appropriate knowledge of Infrastructure policies and processes, Knowledge of the Construction Industry Development Board (CIDB), Infrastructure Development Management System (IDMS), and statutory requirements of contracts. Working knowledge of NEC contracts. Supervisory experience.

DUTIES : Present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Infrastructure, as per the approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, and supervision of staff.

ENQUIRIES : Ms L Khan Tel No: (021) 834- 9047
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 July 2023

POST 24/203 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
 Chief Directorate: Rural Health Services

SALARY : R359 517 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or bachelor's degree. Experience: Appropriate experience in Health Information Management. Inherent requirement of the job: Excellent communication in at

least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Thorough working knowledge of computer software systems: Sinjani, Clinicom, Net Term, BI. Knowledge of SCM process for procurement of ICT hardware, Asset Management, DITCOM process, and IT Helpdesk procedure. Computer literacy with advanced skills in MS Office (MS Word, Excel, PowerPoint) and SharePoint. Relevant experience with Hospital data, financial business unit (FBU) concept, Information Management policies, Standard Operating Procedures, and Hospital business processes. Knowledge and experience of report generation and interpretation. Effective training, presentation, interpretation, communication, interpersonal, leadership, and conflict resolution skills. Logical thinker, with eye for detail. Produce accurate and reliable outputs within a deadline-driven environment. People management and supervisory skills.

DUTIES : Coordinate, collect, collate, capture, and verify hospital data according to provincial policies and Information Management standard operating procedures. Perform data quality checks and implement data quality controls where necessary to ensure the integrity of the data. Conduct internal audits. Monitor data trends within the hospital and provide regular feedback (reports and presentations) to management. Coordinate information activities, campaigns, meetings, and training, within the hospital and provide support to management and supervisor. Maintain information systems: hardware/software, oversee the roll-out of new system applications and ICT equipment. Perform People Management, labour, and disciplinary responsibilities of staff under your supervision.

ENQUIRIES : Ms L Kombrink Tel No: (044) 302-4332
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 will be required to complete a practical test.

CLOSING DATE : 28 July 2023

POST 24/204 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: Metro Health Services

SALARY : R359 517 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management and Asset Management. Inherent requirements of the job: Perform overtime duties when required. Valid driver's licence. Ability to communicate effectively (verbal and written) in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound communication, organisational, planning and interpersonal skills. Sound knowledge of an Asset Management environment and financial systems of the Government (BAS, LOGIS). Knowledge on matters related to Financial Administration (including legislation and policy documents, i.e. PFMA, National Treasury Regulations, and Provincial Instructions). Appropriate knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures and good organizational, managerial and leadership skills. Appropriate knowledge and practical experience in LOGIS, ESL, Electronic Procurement Solutions (EPS) and Microsoft Office.

DUTIES : Prepare and capture documentation for the Asset Management team. Effective control over all assets. Prepare Interim and Annual Financial Statement reconciliations w.r.t. assets and reporting thereof. Adhere to all prescripts. Capture of asset receipts, donations, disposals etc. Request BAS / LOGIS reports. Handle write-offs and filing of source documents. Handle telephonic and written enquiries. Monitoring of staff attendance & absenteeism. Provide support & training to personnel directly being supervised. Ensure annual leave are scheduled & planned. Provide assistance & support to Management & direct Supervisor.

ENQUIRIES : Mr. Q Vaughan Tel No: (021) 377-4363
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 test.

CLOSING DATE : 28 July 2023

POST 24/205 : **ADMINISTRATIVE OFFICER: IT SUPPORT**

SALARY : R294 321 per annum
CENTRE : Western Cape College of Nursing, Metro West Campus
REQUIREMENTS : Minimum educational qualification: National Diploma/Degree or certification A+& N+ in Information Technology. Experience: Appropriate experience in information technology environment Appropriate experience in System Administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Support in a Higher Education environment is advantageous. Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa (2 of the three). Competency in desktop support. High level computer competency in Microsoft Office Suite.

DUTIES : To provide technical support for all information systems. To coordinate and collect statistical reports from the systems. Performing backups, monitoring wide and local area networks. Detecting and repairing faults on LAN/WAN, PCs, peripherals, network point and software. Train, develop and provide end-user support. Appropriate acquisition of Information Technology assets and effective asset control implemented, monitored and maintained.

ENQUIRIES : Mr C September Tel No: (021) 831- 5858
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 : 04 August 2023

POST 24/206 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R294 321 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of the job: Valid (Code B/EB) driver's License. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good working knowledge and experience in Health Information Systems (SINJANI; PHCIS; Ideal Clinic Monitoring System and DHIS). Advanced computer literacy in MS Windows (Word and Excel, PowerPoint and Outlook). Logical thinker, with an eye for detail and ability to produce accurate and reliable outputs within a pressured and deadline-driven environment.

DUTIES : Co-Ordinate all health statistics in Sub-district. Data verification and submission to the district information office in a prescribed format, within set time frames and according to the Information Management Policy. Conduct and assist with audits at the facility level. Participate in Sub District health information coordinating activities. Supervision and staff performance management. Information management support to all health facilities within the sub-district.

ENQUIRIES : Mr SA Mhlaba Tel No: (028) 212 -1070
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 04 August 2023

POST 24/207 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Overberg District

SALARY : R294 3121 per annum
CENTRE : Caledon Hospital, (Theewaterskloof Sub-district)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Proficient (verbal and written) communication in at least two of the three

official languages of the Western Cape. Ability to work in a very physically demanding environment. Valid Code B/EB drivers' license. Willingness to work extra hours and be on standby duties. Competencies (knowledge/skills): Good communication, interpersonal and organising skills and ability to supervise multi-disciplinary teams. Independent decision-making, problem-solving and interpersonal skills. Knowledge of stock control, policies, procedures, service outputs and Service Level Agreements for Outsourced Services. Numerical literacy, data management and good computer literacy (proficiency in Excel, windows, and e-mails).

DUTIES : Effective management and supervision for the support sections including Transport, Linen Bank, Telecommunication and registry, Waste, Food Services, Workshop, Access Control and Fire Alarm Systems. Effective management of outsourced contract services. Effective management of resources including finance and assets. Perform HR functions and Development of Support Services personnel and general support to the Medical Manager.

ENQUIRIES : Ms N Fudu Tel No: (028) 212-1070
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 : 04 August 2023

POST 24/208 : **PERSONAL ASSISTANT**
 Chief Directorate: Metro Health Services

SALARY : R294 321 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the functions as per the attached job description. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Competencies (knowledge/skills): Computer skills-intermediate to advance (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent interpersonal, time management, office management and organisational skills.

DUTIES : Render a secretarial service to the Chief Executive Officer. (CEO). Provide a receptionist support service to the office of the CEO including answering and directing telephone calls as well as visitors and proper scheduling of meetings. Ensure adequate, timeous preparation for meetings. Render administrative support to the Office of the CEO including typing minutes in meetings and certain documents when required and ensuring the accuracy of documents and ensuring good record keeping including an effective and efficient filing system. Effectively and efficiently manage the diary of the CEO and ensure prioritizing of important meetings. Ensure responsible co-ordination of the CEO's meetings i.e., logistics arrangements, venues etc. Support the CEO with the administration of the Budget and Supply chain including maintenance of Equipment and ensuring office equipment is operational.

ENQUIRIES : Mr D Binza Tel No: (021) 360-4520, email: David.Binza@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 : 04 August 2023

POST 24/209 : **ARTISAN PRODUCTION GRADE A TO C (FITTER)**

SALARY : Grade A: R220 533 per annum
 Grade B: R258 753 per annum
 Grade C: R299 361 per annum

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in the Mechanical Fitter field. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle drivers

license. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage the Mechanical workshop independently and without supervisor. Construction and welding of metal fabricated work. Manufacture metal parts on machine shop lathe as required. Knowledge on Boilers and Heat exchangers.

DUTIES : Perform routine maintenance and repairs to all GSH autoclaves, calorifiers, pumps, Plant rooms, all Mechanical and steam related repairs, and Repairs to Boiler and associated equipment of Boiler house. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. It would be required for the officer to learn and comply with in-house systems and procedures. Training of staff and perform standby duties when required.

ENQUIRIES : Mr AK Mgcodo Tel No: (021) 404-6251, Mr E Sithole Tel No: (021) 404-6212

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 : 28 July 2023

POST 24/210 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Inherent requirements of the job: Willingness to work after hours if needed. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy and have knowledge of related procurement systems. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems.

DUTIES : Demand and Acquisition Management of Goods and Services for Khayelitsha District hospital, Substructure including clinics. Compilation of Specifications for various Goods and Services to meet the requirements of the End- user. Sourcing of Quotations for Goods and Services via the EPS. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication and Feedback with Suppliers and End-users. Report in terms of Procurement Related Transactions on monthly basis.

ENQUIRIES : Ms P Gudwana Tel No: (021) 360-4258

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 : 04 August 2023

POST 24/211 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT/BUYER)**
Cape Winelands

SALARY : R202 233 per annum

CENTRE : Ceres Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management, focusing on Procurement and Warehousing on electronic systems. Inherent requirements of the job: Must be prepared to work 8-hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence. Written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Appropriate knowledge of public sector Finance and Supply Chain Management. Computer literacy in BAS, LOGIS and MS Office (Word,

DUTIES : PowerPoint, Outlook and Excel). Knowledge of the Essential Supplies List (ESL), Procurement Planning Tool and Electronic Procurement System (EPS). Engagements with stakeholders to determine the needs of the institution. Receive and record requisitions to be considered during vetting meetings. Obtain quotations for equipment and consumable items via the electronic procurement system (eps) and transversal contracts. Place orders with suppliers using the Departmental systems. Complete entries on the various procurement documents, registers and equipment purchasing schedules. Effective Maintenance of Asset Register and Asset Reporting.

ENQUIRIES : Mr M Wessels Tel No: (023) 316-9600

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 : 28 July 2023

POST 24/212 : **STERILISATION OPERATOR PRODUCTION (CSSD)**
Rural Health Services

SALARY : R147 036 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience and appropriate knowledge of CSSD. Inherent requirements of the job: Willingness to work shifts (day and night), including weekends and public holidays. Willingness to work overtime when needed. Physically fit to lift heavy objects, push heavy trolleys, bend down and stay on feet for long hours. Knowledge of disinfection, decontamination, and different sterilisation processes. Knowledge of theatre instruments and theatre linen. Knowledge of Infection Prevention and Control Standard Precautions. Good communication skills in at least two of the three official languages of the Western Cape of which English must be one. Competencies (knowledge/skills): Good interpersonal and numerical skills. The ability to work in a team environment and independently and under pressure. Effective cleaning and packing abilities of heavy equipment.

DUTIES : Deliver/collect soiled equipment to and from the theatres and various other departments with a heavy-duty trolley, including related duties in the operating theatres. Decontaminate, package, control and sterilise of instruments, test instrument washing machines, autoclaves and other equipment, check linen and supplies as well as assisting with stock taking in the department. Operate autoclaves and instrument washing machines and ETO (gas sterilisation). Issue sterile stock according to departmental needs. Order, monitor, control and maintain stock levels. Handling and management of loan sets and report and assist with investigation of lost instruments/equipment. Fold and sterile linen packs, as well as condemning of linen.

ENQUIRIES : Mr E Tyambetyu Tel No: (023) 348-1161

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

FOR ATTENTION : Ms RM Hill

NOTE : Short-listed candidates may be subject to practical testing. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 July 2023

POST 24/213 : **DRIVER (LIGHT-DUTY VEHICLE)**
Garden Route District
(Contract until 31 March 2025)

SALARY : R125 373 per annum (Level 02), (plus 37% in lieu of service benefits)

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in the transportation of personnel and goods. Inherent requirements of the job: Valid (Code B/EB) 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 : Daily transporting of official passengers, 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 B Caffoen Tel No: (044) 604-6114

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

NOTE : Short-listed candidates may be subject to practical testing. No payment of any kind is required when applying for this post.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 28 July 2023

POST 24/214 : **HOUSEHOLD AID (X2 POSTS)**
Garden Route District

SALARY : R125 373 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. 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. Competencies (knowledge/skills): Good communication and interpersonal skills.

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 meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES : Ms E Van Rooyen Tel No: (044) 302-8400

APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

NOTE : Short listed candidates may be subject to practical testing. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 July 2023

POST 24/215 : **GENERAL WORKER: STORES (SUPPLY CHAIN MANAGEMENT)**
Garden Route District

SALARY : R125 373 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a stores environment. Inherent requirements of the job: Drivers Licence (Code 10/C1). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. Willingness to work overtime when required.

DUTIES : Timeous delivery of stock to departments, theatres and clinics in a cost-effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Maintain the audit trail of deliveries. Clean stores on a regular basis. Any ad-hoc duties.

ENQUIRIES : Mr Q.J. Vaughan Tel No: (021) 377-4363

APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7789.

FOR ATTENTION : Ms CC Johnson

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

CLOSING DATE : 28 July 2023

POST 24/216 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Khayelitsha CHC
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate cleaning experience at a Health facility or hospital. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy equipment and supplies. Perform overtime, work shifts, public holidays, night duty and Relief in other departments when necessary. Ability to operate cleaning equipment. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work effectively in a team, independently and unsupervised, accepting accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweeping, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for medical waste, general hygienic and safe environment within the facility. Handling cleaning equipment. Assist with the offloading and unpacking of stock.

ENQUIRIES : Mr T Lewella Tel No: (021) 360-5208
APPLICATIONS : The Director: Khayelitsha/Eastern Substructure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms Z Willie
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test as part of the selection process.

CLOSING DATE : 28 July 2023

POST 24/217 : **FOOD SERVICES AID (X2 POSTS)**
West Coast District

SALARY : R125 373 per annum
CENTRE : Sonstraal Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit. Inherent requirements of the job: Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals.

DUTIES : Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Provide milk feeds to babies that are safe and made according to the Standard Operational Plan.

ENQUIRIES : Mr HL Siegelaar Tel No: (021) 862- 3176
APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury 7299.
FOR ATTENTION : Mr D Pekeur
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 July 2023

POST 24/218 : **HOUSEHOLD AID (X3 POSTS)**

SALARY : R125 373 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirement of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the

- Western Cape. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
- DUTIES** : Responsible for cleaning duties i.e., sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
- ENQUIRIES APPLICATIONS** : Ms M Wehr Tel No: (021) 404-4052
: 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.
: 28 July 2023
- POST 24/219** : **CLEANER**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum
: Goodwood Community Health Centre
: Minimum requirement: Basic reading and writing skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirement of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good communication and interpersonal skills.
- DUTIES** : Provide a clean and hygienic environment to prevent the spread of infection. General cleaning and maintenance (dusting, sweeping, vacuuming, polishing, scrubbing and mopping). Effective utilization of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standard and procedures. Optimal support to supervisor and colleagues.
- ENQUIRIES APPLICATIONS** : Ms JL Meyer Tel No: (021) 827-9135
: The Director: Northern/Tygerberg Sub-Structure Office, 1st Floor, South Block, Green Building, Bellville Health Park, Karl Bremer Hospital, Private Bag X99, Bellville, 7535.
- FOR ATTENTION NOTE CLOSING DATE** : Ms A Kader
: No payment of any kind is required when applying for this post.
: 04 August 2023
- POST 24/220** : **FOOD SERVICE AID**
Chief Directorate: Rural Health Services
- SALARY CENTRE REQUIREMENTS** : R125 373 per annum
: Worcester Regional Hospital
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large-scale food service unit. Inherent requirements of the job: The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Excellent health status – be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies(knowledge/skills): The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
- DUTIES** : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.
- ENQUIRIES** : Ms H Botha Tel No: (023) 348-1222

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

FOR ATTENTION NOTE : Mr RM Hill
: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 04 August 2023

POST 24/221 : **HOUSEHOLD AID**
Central Karoo District

SALARY CENTRE REQUIREMENTS : R125 373 per annum
: Beaufort West Hospital
: Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills: Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal). Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES APPLICATIONS : Mr TW Ntombana Tel No: (023) 414-8200
: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

POST 24/222 : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District

SALARY CENTRE REQUIREMENTS : R125 373 per annum
: Support and Outreach, Oudthoorn PHC Oudtshoorn and Kannaland Subdistrict, (Stationed at Oudtshoorn Hospital)
: Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (B/EB) driver's license with PDP. Willingness to work overtime and physically fit to lift and load heavy items. 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. Knowledge of Transport Circular 4 of 2000, traffic laws and regulations.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods, and equipment. Ensure timely and accurate completion of logbooks and deliver and collect blood products. Conduct routine maintenance, conduct routine inspection of vehicles and report defects and accidents. Loading and offloading of heavy packages and equipment Adhere to departmental codes and procedures. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required and render support to supervisor.

ENQUIRIES APPLICATIONS : Mr SR Papa Tel No: (044) 203-7314
: 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.
: 04 August 2023