

**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 09/99 : **VICE PRINCIPAL NURSING COLLEGE (HEAD OF NURSING CAMPUS)**
Western Cape College of Nursing

SALARY : R1 140 837 per annum, (A portion of the package can be structured according to the individuals' personal needs)

CENTRE : Directorate: Western Cape College of Nursing, Southern Cape Karoo Campus, George

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (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 Diploma in Nursing Education registered with SANC. A management qualification. A relevant master's degree (NQF Level 9). Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 11 years of appropriate /recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate Supervisory and Management experience. Good interpersonal skills. Deep knowledge of higher education qualifications framework and understanding of higher education environment. Adaptable, manage uncertainty; demonstrate resilience, resolve and flexibility in the face of change. Critical thinker and decision-maker.

DUTIES : Facilitate and coordinate Nursing Education and Training of student nurses. Develop/implement operational plans for the campus. Market the corporate image of the college. Develop and implement policy guidelines for nursing education and training. Coordinate student affairs activities. Management of resources. Collaborate with stakeholders and build sound relationships within the College /Department.

ENQUIRIES : Dr T Mabuda Tel No: (021) 831-5801

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 25 March 2024

POST 09/100 : **RADIOGRAPHER: GRADE 1 TO 3 (ULTRASOUND/ SONOGRAPHER)**
Cape Winelands Health District

SALARY : Grade 1: R444 741 per annum
Grade 2: R520 785 per annum
Grade 3: R612 642 per annum

CENTRE : Breede Valley Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in

Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Computer literacy in word processing, data management and analysis. Ability to work independently and in a team with good interpersonal skills. Thorough knowledge of ante-natal-, ante-natal Doppler-, paediatric-, gynaecology- and abdominal- ultrasound studies. Completion of supplementary courses in diagnostic ultrasound and knowledge and interest in teaching in Obstetrics and Gynaecology at both undergraduate and postgraduate level.

DUTIES : Provide a comprehensive diagnostic ultrasound service at an advanced level with the main focus on Obstetrics and Gynaecology (O&G) imaging in Breede Valley Sub District. General care of patients as part of a multi-disciplinary team. Effective administration within the ultrasound unit regarding patient service, appropriate referral as well as equipment management. Maintain case records and statistics. Supervise, train and assess junior colleagues, O and G / Radiology registrars and radiographers. Actively take part in CPD- program, as a learner as well as In-service training.

ENQUIRIES : Ms M Bester Tel No: (023) 348-8118
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

CLOSING DATE : 25 March 2024

POST 09/101 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PEOPLE MANAGEMENT)**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R294 321 per annum
CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Human Resource Management (Performance Management and Grade Progressions process). Inherent requirements of the job: Willingness to Travel. Valid Code B/EB driver's license. Competencies (knowledge/skills): Computer literacy (MS Word, advanced Excel, and PowerPoint). Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Ability to function as a team player, with and without supervision. Exercise good judgment in safeguarding confidential or sensitive information. Knowledge of the Human Resource Management Legislation and Policies.

DUTIES : Administer the Performance Management processes and provide guidance to staff and managers. Management of grade progression and the Departmental incentive schemes. Provide assistance with the management of poor performance of staff. Ensure compliance to the PSR to review job descriptions. Advise on salary determination for all OSD categories of staff. Manage own line function responsibilities towards subordinates. Effective support to supervisor and colleagues.

ENQUIRIES : Mrs. C Veldman Tel No: (021) 944 -225
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

- CLOSING DATE** : 25 March 2024
- POST 09/102** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : Grade 1: R239 682 - R269 730 per annum
Grade 2: R277 398- R293 430 per annum
Grade 3: R299 244 - R339 840 per annum
- CENTRE** : Directorate: Medicine Management Blood and Labs, Oudtshoorn Medical Depot
- REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Current registration with the SAPC as a Post Basic Pharmacist Assistant (Warehousing/Wholesale). Experience: **Grade 1:** None after registration with the SAPC as a Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years of appropriate experience as a Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Knowledge and/or experience in handling pharmaceutical supplies, particularly in a warehouse environment, including Cold Chain Practices. Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills. Meticulous and attention to detail. Physically able to pick up and move large/heavy boxes. Appropriate wholesaling/warehousing experience.
- DUTIES** : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good warehouse practice. Support and assist the Pharmacy Supervisor with collating statistics.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applications are submitted online via 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. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.
- CLOSING DATE** : 25 March 2024
- POST 09/103** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency Clinical Services Support
- SALARY** : R202 233 per annum
- CENTRE** : Division: Forensic Pathology Services
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in the LOGIS and EPS environment. Inherent requirements of the job: Good interpersonal and communication skills. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills.
- DUTIES** : Effective and efficient verification of LOGIS Requisitions. Effective and efficient support Supply Chain Management. Effective and efficient support to Forensic

Pathology Service Facilities. Assist with Contract Management. Effective and efficient support to Supervisor.

ENQUIRIES
APPLICATIONS

: Ms J. Levendal Tel No: (021) 928-1522
: Applications are submitted online via www.westerncape.gov.za/health-jobs
(click "online applications").

NOTE
CLOSING DATE

: No payment of any kind is required when applying for this post.
: 25 March 2024