

**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.
ERRATUM: Kindly note that the Post 12/129: Director: Supply Chain Sourcing: Directorate: Supply Chain Sourcing: Salary: R1 162 200 per annum (A portion of the package can be structured according to the individual's personal needs): Head Office, Cape Town have been cancelled.

OTHER POSTS

POST 13/73 : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (PAEDIATRIC SURGERY)**

SALARY : Grade 1: R1 887 363 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 (RCWMCH), Rondebosch, this is a joint staff appointment with UCT-FHS

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Inherent requirements of the job: Willingness to work overtime as required. Valid Driver's licence. Competencies (knowledge/skills): Strong moral and ethical record in paediatric surgical practice. Demonstrated qualities and strengths: people and project leadership, enthusiasm, communication, facilitation skills, and commitment. Extensive experience and clinical expertise to perform highly specialised paediatric surgical operative procedures. Involvement in paediatric Oncology and colorectal surgery will be an advantage. Experience in service organisation, People Management, Clinical and Corporate Governance Experienced academic in both under- and post-graduate teaching and training. Ability to deal with issues of diversity, transformation, and equity. Strong record of relevant research excellence. Computer literacy.

DUTIES : Provide and strengthen paediatrics surgical services for all children in the Division of Paediatric Surgery at RCWMCH and referral centres. Coordinate outreach programmes to strengthen and support paediatric surgical services in the province. Manage Paediatric Surgery as Clinical Unit Head including outpatient, Inpatient, Emergency and Afterhours service. Effective and Efficient Management of Human and financial resources. Provide support for the Head of Division of Paediatric Surgery at RCWMCH. Quality improvement: clinical audit, data management, monitoring and evaluation, clinical governance, reporting on key paediatric surgical indicators. Co-ordinate, and actively participate in paediatric surgical training. Perform and supervise Paediatric Surgical research activities in Paediatric Surgery, Trauma and Burn Units. Sustain and improve internationally recognized academic status of the department.

ENQUIRIES : Prof S Cox Tel No: (021) 658 5012, Email: Sharon.cox@uct.ac.za

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 : 10 May 2024

POST 13/74 : **PHARMACY SUPERVISOR: GRADE 1**
Cape Wineland Health District

SALARY : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Community Day Centre, Breede Valley Sub-district

- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA-qualified employees. Inherent requirements of the job: Valid Code (B/EB) driver's licence and willingness to travel in the Sub-district. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Sound Management, communication and conflict-handling skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Appropriate knowledge of National and Provincial Health Policies and the Pharmacy Act 53 of 1974.
- DUTIES** : Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promotion of rational drug use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.
- ENQUIRIES** : Ms A Theron Tel No: (023) 348 8115
- 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. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
- CLOSING DATE** : 10 May 2024
- POST 13/75** : **ARCHITECT PRODUCTION: GRADE A TO C**
Directorate: Infrastructure Programme Delivery
- SALARY** : Grade A: R687 879 per annum
Grade B: R783 693 per annum
Grade C: R881 121 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Bachelors Degree in Architecture/or equivalent. Registration with a professional council: Registration as a Professional Architect with the South African Council for the Architectural Profession (SACAP). Experience: **Grade A:** At least 3 years of appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. **Grade C:** At least 26 years of appropriate/recognisable experience in this profession after registration with the SACAP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Access to internet data at home and adequate working space and environment (should hybrid working continue). (Otherwise, office space is available full-time.) Competencies (knowledge/skills): Computer literacy (MS Office and MS Excel). Experience in and understanding of the design and construction of complex buildings with specific reference to hospitals. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills. Familiarisation of the following: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad-Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project

		and Construction Management Professions Act of 2000. Health Act and Regulations, Act 61 of 2003. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. Various types and forms of construction contracts. Particularly the New Engineering Contract (NEC). Construction Procurement Standard as Issued by CIDB.
<u>DUTIES</u>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability, and feasibility of the geographical information. management options for the Department including interaction with relevant professional development boards/councils.
<u>ENQUIRIES</u>	:	Mr A Kumandan, Email: Altaaf.Kumandan@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	10 May 2024
<u>POST 13/76</u>	:	<u>OPERATIONAL MANAGER (SPECIALTY) PAEDIATRICS (SURGICAL WARD D1)</u>
<u>SALARY</u>	:	R627 474 (PN-B3) per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science /Paediatrics or Ophthalmic Nursing Science. Registration with a professional council: Registration with the SANC. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	:	Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people-centred approach to management in the Nursing Division Institution, and Department of Health.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	Applications are submitted online via 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>	:	10 May 2024
<u>POST 13/77</u>	:	<u>OPERATIONAL MANAGER NURSING: SPECIALTY AREA: PAEDIATRICS (ORTHOPAEDIC WARD)</u>
<u>SALARY</u>	:	R627 474 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital

- REQUIREMENTS** : Minimum educational qualifications: 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing Science in Trauma and Emergency or Medical and Surgical Nursing Science in Orthopaedics. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
- DUTIES** : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people-centred approach to management in the Nursing Division Institution, and Department of Health.
- ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187
- 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** : 10 May 2024
- POST 13/78** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)**
Cape Winelands Health District
- SALARY** : R497 193 per annum, (plus a non-pensionable rural allowance of 8 % of annual basic Salary)
- CENTRE** : Robertson Hospital, Langeberg 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 Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Work after-hours, shifts, weekends, and public holidays when required. Standby for Hospital. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing s within the public sector and basic computer literacy (MS Word, Excel and Outlook). Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution, and organizational skills. Knowledge of health applications i.e. Clinicom and HECTIS.
- DUTIES** : Effective management of nursing care, which includes effective utilisation of human, financial and physical resources in the generic ward. (Generic ward Includes, female, male and paediatric patients.) Ensure quality nursing care throughout the hospital through participation in the analysis, formulation and implementation of nursing guidelines, practices standards and procedures. Provision of effective support and standby duty for Nursing Management.

Implement and oversee effective processes and practices regarding all statistical information needed to render a quality health service. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter-professional and multi-disciplinary teamwork.

- ENQUIRIES** : Ms S Kortje Tel No: (023) 626-8500
- 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. Shortlisted candidates may be subjected to a competency assessment as part of the interview process.
- CLOSING DATE** : 10 May 2024
- POST 13/79** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Prince-Albert CC (X1 Post)
Klaarstroom Mobile (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above. Must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive Mobile Clinic. Willingness to work overtime when necessary. Competencies (knowledge/skills): Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.
- DUTIES** : Collect, verify, and submit accurate statistics timeously. Manage and provide clinical. Comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programs in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.
- ENQUIRIES** : Mr E Usabamahoro Tel No: (023) 814-0011
- 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 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: Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48).
- CLOSING DATE** : 10 May 2024
- POST 13/80** : **PROJECT MANAGER: INFORMATION TECHNOLOGY**
Head Office, Cape Town
- SALARY** : R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	: Directorate: Information Technology : Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in IT Project Management environment. Appropriate experience in Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): Advantage: ITIL. ICT Governance and processes. Extensive knowledge of network infrastructure WAN and LAN. Understand WIFI and VoIP technologies. Good understanding of ICT Infrastructure (WAN and LAN), ICT Hardware, Broadband Connectivity, Applications, and ICT Software. Contract management experience. Knowledge of DITCOM process, SCM and SITA procurement processes, budget determination and resource allocation. Proven computer literacy MS Suite, especially MS Excel, MS Teams workspace, PowerBI and MS Project. Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving. Advance knowledge in Project Management and writing skills. Familiar with health information systems like PHCIS, Clinicom, HECTIS, CAREs, Free Bed Enquiry etc.
<u>DUTIES</u>	: Manage the DITCOM office and supervise team in. Liaise with the Centre for e-Innovation (Cel) for VoIP, WIFI project planning and execution and other IT projects, Develop and maintain comprehensive project plans for ICT initiatives, including scope, timelines, budgets, and resource allocation. Coordinate with internal and external teams to ensure project tasks are completed on time and within budget. Monitor project progress, identify potential issues, and implement corrective actions as needed to achieve project goals. Maintain Department's APN and the distribution and manage Data SIM cards and mobile devices to corporate users and health facilities. Provide documentation including training manuals. Perform research and development (R&D) tasks for health on new and existing products and technologies through a process of researching, designing, experimenting, and testing. Collaborate closely with Cel to align ICT projects with the organisation's technology roadmap and priorities. Liaise with external vendors, contractors, and relevant government agencies to facilitate project coordination and compliance with regulatory requirements. Manage project budgets, track procurements and expenses throughout the project lifecycle. Provide regular financial reports to managers and highlight variances and proposing necessary adjustments. Participate in health ICT Infrastructure co-ordination.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Notununu Tel No: 021) 938- 6702 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 10 May 2024
<u>POST 13/81</u>	<u>HOUSEKEEPING SUPERVISOR</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R171 537 per annum : Red Cross War Memorial Children's Hospital : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirement of the job: Shift work, weekends, public holidays and in other departments. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.
<u>DUTIES</u>	: Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilisation of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions. Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES APPLICATIONS</u>	: Ms S Cupido Tel No: (021) 658-5452 : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION NOTE</u>	: Ms N Charles : No payment of any kind is required when applying for this post.

CLOSING DATE : 10 May 2024

POST 13/82 : **FOOD SERVICES AID**

SALARY : R125 373 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch

REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in meal preparation/cooking within a hospital environment. Inherent requirements of the job: Willingness to work shifts during the day, weekends and public holidays. The physical ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according to the departmental/food service specifications. Work a 10-hour day shift and weekends and public holidays (1 in 2). Competencies (knowledge/skills): Cooking knowledge and skills. Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively. The ability to create tasty meals.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms M Coetzee Tel No: (021) 658-5407

APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms N Charles

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

CLOSING DATE : 10 May 2024