

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

In line with the Employment Equity Plan of the Department of Health and Wellness, 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 following post: Project Manager: Information Technology advertised in Public Service Vacancy Circular 13 dated 12 April 2024 has been amended as follows: Assistant Director: Information Management (IT Project Manager)

MANAGEMENT ECHELON

POST 14/276 : **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).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in Supply Chain Management and/or Health related field as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of Supply Chain Sourcing within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Working knowledge of the following: Government practices, policies and procedures. Human Resource Management practices. Ability to work under pressure and to handle matters of a confidential nature. Sound problem-solving skills, written communication skills, presentation skills, advanced computer literacy, report writing, and project management skills are essential. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM Regulations, practice notes, circulars, policy frameworks, Preferential Procurement Policy Framework Act and its associated regulations, SCM: A guide to Accounting Officers and Authorities, The Construction Industry Development Board (CIBD) Act, 38 of 2000; Broad-Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP), Economic Reporting Framework, Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Responsible for an integrated demand, acquisition, and contract management services for the department through the development, implementation, and maintenance of a transformative approach to sourcing. The incumbent must perform vigorous analysis of data and apply analytical skills to identify cost-saving strategies and efficiencies to improve strategic sourcing decision-making for the department. It is expected that the incumbent will establish, develop, implement and maintain an Acquisition Management System, inclusive of mechanisms, tools, templates and institutional bodies to render acquisition and contract management functions. The incumbent must ensure that a fully functional Committee Structure for the SCM System is in-place. The incumbent is responsible for the complete implementation in respect of Strategic Sourcing for strategic commodities in the Department. Ensuring the coordination and integration of demand and acquisition management processes regarding clinical, non-clinical and infrastructure services. The

incumbent is responsible for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, management of Support Services with key partners within the Directorate. Ensure regular reporting to management, stakeholders and other organisations as may be required. Responsible for the management, reporting, and the coordination of legal challenges as received by the Department. The incumbent is responsible for the development and maintaining of a positive culture in the directorate sourcing which includes change management initiatives, conflict resolution and mitigating risks that could negatively affect the organizational culture.

ENQUIRIES : Ms E Isaacs Tel No: (021) 483-3373
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 : 17 May 2024

POST 14/277 : **DIRECTOR: INFORMATION TECHNOLOGY**
 Directorate: Information Technology

SALARY : R1 162 200 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: An undergraduate qualification B Degree (NQF level 7) in Information and Communication Technology (ICT), Information Systems/Computer Science or other appropriate qualification as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in ICT governance and IT Systems is strongly recommended. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of best practices in Information Technology Systems, and ability to keep abreast with developments in the IT environment. Proven knowledge and understanding of systems development, strategic management, monitoring and review of processes, modern systems of governance. A high level of computer literacy. Proven experience in Project Management, Finance, Information Technology, Strategic Management and Systems Thinking at managerial level within a large organisation.

DUTIES : Establish and maintain an IT governance system and risk management in line with the national and provincial prescripts. Develop strategies and implementation plans to execute the Western Cape Department of Health and Wellness (WCDohW) IT vision and ensure continuous alignment of the departmental strategy with the IT strategy. Provide an integrated departmental IT support service and maintain relationships with key stakeholders that support IT services in the Western Cape government. Understand and document corporate and service needs by developing user specific and functional IT solutions. Oversee in-house and/or outsourced development of IT solutions to address service and corporate needs. Drive and coordinate the Directorates strategic planning process in a seamless and integrated manner in alignment with the departmental strategic processes. Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate. Evaluate the performance of the Directorate on a continuous basis against predetermined key measurable objective and standards. Report to the Chief Director on a regular basis on the activities of the Directorate and on matters of substantial importance to the administration. Monitor and ensure compliance with relevant legislation and prescripts. Develop constructive, collaborative relationships with other sections within the department as well as external partners where relevant. Support the Chief Directorate and collaborate with other directorates to strengthen the overall functioning of the team within the Chief Directorate. Manage the corporate service of the Directorate i.e. Financial and People Management.

ENQUIRIES : Ms N Nkosi Tel No: (021) 483-6833
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 : 17 May 2024

OTHER POSTS

POST 14/278 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (RADIOPHARMACIST)**

SALARY : R1 036 599 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS :

Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radiopharmacist. Registration with a professional council: Registration as a Radiopharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience in hospital or centralized radiopharmacy. Inherent requirements of the job: Successful applicant must have the ability to ensure safe handling, storage, and disposal of radioactive materials to minimize radiation exposure to patients, healthcare workers, and the public. Competencies (knowledge/skills): Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radiopharmacy, radiochemistry, and pharmaceutical chemistry. Leadership, interpersonal, organisational skills, ability to work in a team, and ability to maintain confidentiality. Ability to compile written protocols, instructions, and reports. Computer literacy, including a relatively high level of competence with MS Word, MS PowerPoint, and MS Excel. They should be able to communicate effectively and should be adept at problem-solving. The radiopharmacist is expected to adhere to high ethical standards and professional conduct in their practice, maintain patient confidentiality and promote the safe and appropriate use of radiopharmaceuticals.

DUTIES : Ensure effective Radiopharmacy service and supervision of Radiopharmacy personnel. Performing complex radiopharmaceutical synthesis and quality control procedures falling in the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Guiding Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally. The appointee will be responsible for ensuring the quality, purity, and efficacy of radiopharmaceuticals through proper compounding, radiolabelling, and quality control measures and will be required to collaborate closely with nuclear medicine physicians, radiographers, and other healthcare professionals to ensure optimal patient care and safety.

ENQUIRIES : Prof J Warwick at jw@sun.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. 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.

CLOSING DATE : 13 May 2024

POST 14/279 : **MANAGER: CLINICAL CODING AND GROUPING**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R849 702 per annum
CENTRE : Clinical and Coding Services and Diagnosis (DRG)
REQUIREMENTS : Minimum educational qualification: Appropriate health-related qualification registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Registration with a professional council: Eligible for registration with the HPCSA or SANC. Experience:

Appropriate experience in clinical coding auditing in ICD diagnostic and procedural coding. Appropriate experience in coding, training and development of training material in ICD diagnostic and procedural coding. Appropriate experience in grouping systems. Appropriate experience in oversight of e-Learning platform. Appropriate experience in a supervisory or a managerial position. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel throughout the province and work overtime as required. Completed training in Advanced ICD-10 coding course (proof of course completion must be submitted on or before the day of the interview). Completed training in the Fundamentals of SNOMED-CT course (proof of course completion must be submitted on or before the day of the interview). Competencies (knowledge/skills): -Computer literacy in productivity applications (Microsoft 365, SQL, PowerBI / Fabric, Statistical Software (e.g. Stata, R). Managerial, Strategic planning, Leadership and Supervisory skills. Motivation, Organising and Training skills. Analytical and innovating thinking and report writing skills. Excellent presentation and facilitation skill. Ability to interpret and apply financial policies, procedures and prescripts. Ability to liaise between different parties and to work independently and co-operatively with colleagues and stakeholders at all levels. Health system knowledge and broad clinical background. Sound knowledge of anatomy, physiology, pathology, pharmacology, rehabilitation, and clinical terminology. Knowledge of health terminological systems including ICD-9; ICD-10; ICD-11; ICF; ICHI; SNOMED-CT; ATC; LOINC; GMDN; NAPPI. Knowledge of clinical coding auditing and ICD-10 coding in South Africa. Knowledge of training and development of training material. Knowledge and skill in grouping of encoded clinical concept grouping, such as Diagnosis Related Groups (DRGs). Knowledge and skill in the analysis of grouped encoded clinical concepts.

DUTIES : (key result areas/outputs): -Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget management as well as leadership and championing the implementation and improvement of health terminological systems as building blocks of decision support systems, grouping, and semantic interoperability. Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget management as well as leadership and championing the training and capacity building in health terminological systems, health terminology codes as building blocks of decision support systems, clinical decision support, grouping, and semantic interoperability. Responsible for the operational management, performance management, higher operational input, higher strategic function, co-ordination, budget allocation as well as leadership and advice (training) the delivering and rendering of an effective and efficient clinical concept grouping analysis, report production, and dashboard development to enhance service and financial decision making. To develop specifications, directives and policies for the enhancements, maintenance, implementation of clinical coding and grouping systems. To manage and lead the sub-directorate effectively and efficiently through supervision, planning and co-ordination of activities and management of the related resources.

ENQUIRIES : Dr R Dyers Tel No: (021) 815- 8677
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 will be expected to undergo an oral interview and/or a practical assessment. Candidates will be subjected to a competency test.

CLOSING DATE : 17 May 2024

POST 14/280 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District, Mossel Bay Sub-district.

SALARY : Grade 1: R451 533 per annum,
 Grade 2: R533 545 per annum

CENTRE : Alma CDC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited

with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Manage human resources under supervision.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106
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. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

CLOSING DATE : 17 May 2024

POST 14/281 : **ADMINISTRATIVE OFFICER: HRD (PEOPLE DEVELOPMENT)**
 Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Directorate: People Development (HRD)
REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate relevant administration, coordination, and training experience in People/Skills Development in the Public Service. Appropriate knowledge of PERSAL. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness and ability to travel. Competencies (knowledge/skills): Appropriate knowledge and understanding of Skills Development. In-depth knowledge of applicable legislation and Skills Development policies. Excellent interpersonal skills and communication. Capacity to plan, organise and control own work environment by setting appropriate priorities and achieving set objectives within a given time frame.

DUTIES : Assist in the development and Implementation of the Workplace Skills Plan. Coordination of People Development strategies and projects: Bursaries, Adult learning, and work-integrated learning. Administer and supervise the Volunteer / Internship programmes and report to the Line Manager. Coordinate orientation & induction for employees and arrange Career days for Interns and Volunteers. Facilitation and presentation of training. Provide and ensure effective support to the Assistant Director.

ENQUIRIES : Ms H Martin Tel No: (021) 944-9233
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates will be expected to undergo a practical assessment.
CLOSING DATE : 17 May 2024

POST 14/282 : **ADMINISTRATION CLERK: WARDS (WARDS AND CLINICS)**

SALARY : R216 417 per annum
CENTRE : Red Cross War Memorial Children's Hospital

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Clinicom experience in a ward and/or clinic administration environment, including the Clinicom system. Inherent requirement of the job: Willingness to be rotated and/or cover other areas at short notice. Competencies (knowledge/skills): Knowledge and experience of the Clinicom system. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, and Finance Instructions. Strong sense of confidentiality and trustworthiness. Ability to work under pressure without supervision. Good client care skills.
- DUTIES** : Registration of patients on the Clinicom system. Admissions, transfers, and discharges of in-patients. Maintenance of appointments and ward registers. Compiling of patient statistics. Handling telephonic, verbal and written enquiries. Support to Finance Component in ensuring correct debtor assessment of patients and data capturing of patient information on Clinicom System, correct handling of foreign patients.
- ENQUIRIES** : Ms HJ van Graan Tel No: (021) 658-5007
- 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** : 17 May 2024
- POST 14/283** : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT**
Head Office, Cape Town
- SALARY** : R216 417 per annum
- CENTRE** : Directorate: People Development, Plumstead
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in procurement of goods and services, asset management and vehicle fleet administration. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Good verbal and written skills. Good organisational skills. Computer skills (MS Office Excel, PowerPoint and Word).
- DUTIES** : Administrative support to PDC staff. Assisting with asset management activities. Assist with procurement activities. Assist with vehicle fleet management activities.
- ENQUIRIES** : Ms F Victor Tel No: (021) 763-5320
- 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** : 13 May 2024
- POST 14/284** : **ARTISAN ASSISTANT (GENERAL WORKSHOP)**
Chief Directorate: Metro Health Services
- SALARY** : R183 279 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10/Std 8 certificate (or equivalent). Experience: Appropriate experience of maintenance and repairing for example maintenance of Building/ Electrical/Plumbing/Air-Conditioning/Carpentry/Painting/ Mechanical components & related fixtures as artisan Assistant. Inherent requirements of the job: Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. A valid (Code B) driver's licence. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Ability to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475.
- DUTIES** : Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair modify and manufacture items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools. Maintenance & repairs of furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools,

- equipment, material, and stock. Responsible for basic administration work as well as completing job cards.
- ENQUIRIES** : Mr J Petersen Tel No: (021) 503-5036
- 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 practical & competency test. Only officials employed within the Provincial Government: Western Cape will be considered for the post.
- CLOSING DATE** : 17 May 2024