

**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 Post 19/98: Administration Clerk: HRM (People Management) Chief Directorate: Metro Health Services, Salary: R216 417 per annum, Centre: Oral Health Centre, Tygerberg/Mitchell's Plain Platform has been cancelled.

OTHER POSTS

POST 20/55 : **MEDICAL OFFICER: GRADE 1 TO 3 (ANAESTHETICS) (X1 POST),
MEDICAL OFFICER: GRADE 1 TO 3 (SURGERY) (X1 POST), MEDICAL
OFFICER: GRADE 1 TO 3 (EMERGENCY MEDICINE) (X1 POST)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R949 146 per annum
Grade 2: R1 082 988 per annum
Grade 3: R1 253 415 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Worcester Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of Public Health Policies, guidelines, and related prescripts to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Ensure an efficient and cost-effective clinical service of high quality with a patient-centered focus and address the burden of disease in the Worcester Geographical Service area (GSA). Ensure compliance by means of maintaining high-quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

ENQUIRIES : Dr C van der Westhuizen (Anaesthetics), Tel No: (023) 348 1287 / Dr R Duvenhage (Surgery), Tel No: (023) 348 1207 / Dr L Hodsdon (Emergency Medicine), Tel No: (023) 348 1194

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

CLOSING DATE : 28 June 2024

<u>POST 20/56</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Mossel Bay Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Officer. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as ability to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory.
<u>DUTIES</u>	:	Quality clinical, non-clinical, and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr JB van Jaarsveld Tel No: (044) 604- 6102 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. 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.
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/57</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Hornlee CC, Knysna/Bitou Sub-district
<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 and Midwife. Post-basic qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years of 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 after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and Implementation. Legislation of Ideal clinic and Office of Health standards and compliance.

DUTIES : Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.

ENQUIRIES : Ms PM Peters Tel No: (044) 302 8400
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 : 28 June 2024

POST 20/58 : **OPERATIONAL MANAGER NURSING: GRADE 1 (SPECIALTY: TRAUMA)**
 Chief Directorate: Metro Health Services

SALARY : R656 964 per annum
CENTRE : Mitchells Plain CHC

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 Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with 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 in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willing to work shifts, day-night duty, and public holidays. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of HECTIS (Hospital and Emergency Centre Triage Information System) and South African Triage System. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). Experience in the use of clinical equipment and control of budget levels.

DUTIES : Provide quality comprehensive community health care, primary curative health care and complex rehabilitation services. Plan and organise clinics and complete statistics. Ensure adequate control of consumables and Equipment. Health education of patients and public staff. Professional development, i.e. assessing in-service training needs, planning, and implementing of training programmes. Maintain professional confidentiality and prevent medical-legal risks. Manage human and financial resources. -Ensure the unit is Office of Health Standards and Ideal Clinic compliant. -Form part of local area-based teams/Community Orientated Primary Care approach. Application of disciplinary code and procedures.

ENQUIRIES : Ms A Hansen Tel No: (021) 684 1400/3
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates may be subjected to a competency test. As directed by the DPSA, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates

to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of their ID, driver's license (if applicable for the post), qualification and/or proof of registration at the relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. The pool of applicants will be considered for other vacant Operational Manager Nursing (Spec: Trauma) posts within the CD: MHS, for a period of 3 months from the date of advert.

- CLOSING DATE** : 28 June 2024
- POST 20/59** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services
- SALARY** : R656 964 per annum
CENTRE : Symphony Way CDC (Northern Tygerberg Sub-structure)
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 Diploma in Clinical Science, Health Assessment, Treatment and Care (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 9 years of 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 after obtaining the one-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and after hours when required. Competencies (knowledge/skills): Good interpersonal, leadership and management skills. Ability to direct the team to ensure quality holistic healthcare and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources, Financial, and Supply Chain policies/guidelines and computer literacy (MS Word).
- DUTIES** : Effective execution and integrated management of all clinical programmes (i.e. Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Manage control and act in facets of Health, Support, Security, Cleaning, Infection control, and Ground services. Effective management of Support Services which includes Information Management with regards to data collection, verification, report writing, and submission of data, Human Resources (supervision of staff, employee development, employee relations and performance management (Finance and Supply Chain). Management of personnel including supervision and performance management, finances and procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal Clinic standards. Liaise and communicate effectively with relevant stakeholders including Facility Committees and Community Structures.
- ENQUIRIES** : Ms G Naude Tel No: (021) 204 9400
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 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 a change in registration status)". The pool of applicants will be considered for other vacant Operational Manager Nursing (Specialty: PHC) posts within the Chief Director Metro Health Services, for a period of 3 months from the date of the advert.
- CLOSING DATE** : 28 June 2024

<u>POST 20/60</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	R520 560 (PN-A5) per annum
<u>CENTRE</u>	:	West Cost TB Complex (Based at Sonstraal 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) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a professional Nurse and Midwife. Experience: A minimum of 7 years of appropriate/ recognizable experience in nursing after registration as a professional Nurse with the SANC in General Nursing and Midwife. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to work shifts, overtime, weekends, public holidays on day and night duty. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing with the public sector e.g. Labour relations, disciplinary codes, etc. Good Organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy- MS Word, MS Excel, Outlook.
<u>DUTIES</u>	:	Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal frameworks by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research, and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards, and procedures, and adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective management and monitoring of financial, human, and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 815-8340
<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>	:	28 June 2024
<u>POST 20/61</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Piketberg CDC
<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 and Midwife. A post-basic nursing qualification with a duration of at least a 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience 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/recognisable experience after obtaining the one-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. 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).
<u>DUTIES</u>	:	The effective management and execution of relevant Curative Programs within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and being an advocate for the patient to ensure the provision of

necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and being an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services is measured by the outcomes of all of the quality assurance activities.

- ENQUIRIES APPLICATIONS** : Ms ME Ramokgadi Tel No: (022) 913-3062
- NOTE** : 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, and Treatment Care.
- CLOSING DATE** : 28 June 2024
- POST 20/62** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Garden Route District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
(Plus, an 8% non-pensionable rural allowance of your annum basic salary)
- CENTRE REQUIREMENTS** : Calitzdorp Clinic, Oudtshoorn and Kannaland Sub-district
- CENTRE 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 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 as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Management of the Burden of Disease according to the Comprehensive Health programme Quality of service Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision. Financial, SCM, Strategy, Health Support, Infrastructure and Equipment Management.
- ENQUIRIES APPLICATIONS** : Ms S Labuschagne Tel No: (028) 551 1342
- ENQUIRIES 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, and Treatment Care.
- CLOSING DATE** : 28 June 2024

POST 20/63 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
 Chief Directorate: Rural Health Services

SALARY : R444 036 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Human Resources or related field. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations at least on the Senior Administrative Officer level or equivalent. Appropriate supervisory experience in a similar role within a structured corporate environment. Appropriate PERSAL experience. Appropriate computer skills in MS Office and Outlook. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Responsiveness: Strong communication skills (written and verbal) to effectively convey information to a range of stakeholders. Integrity: The job requires being honest and ethical. Leadership: Willingness to lead and offer advice and direction. Resource stewardship: the ability to focus on sustainable use of resources. Quality: Provide services that will exceed client's requirements, standards and specifications by demonstrating your experience with Human Resources metrics. Accountability: The job requires to be reliable and dependable in fulfilling obligations.

DUTIES : Administer compensation, benefits and performance management systems, establishment control (APL) and safety and recreation programs (wellness). Responsible for disputes, representing the organisation at personnel-related hearings and investigations. Support the current Continuous Healthcare Improvement (CHI) needs through the development, engagement, motivation and perseverance of human capital. Planned, organise, direct, control and coordinate work activities of subordinates and staff relating to employment, compensation, labour relations and employee relations. Maintain Human Resources systems, monitor training programs and needs and ensure legal compliance throughout human resource management. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department.

ENQUIRIES : Mr RM Petersen Tel No: (021) 860 2516 or Email: Ricardo.Petersen@westerncape.gov.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. Shortlisted candidates will be subjected to a practical and competency assessment.

CLOSING DATE : 28 June 2024

POST 20/64 : **SPECIALIST FORENSIC INVESTIGATOR**
 Chief Directorate: Emergency Clinical Services Support

SALARY : R376 413 per annum
CENTRE : Division: Forensic Pathology Services, Cape Winelands District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive experience in a Local Criminal Record Centre (LCRC)/ Crime Scene Investigation (CSI) environment with high proficiency in specialising photographic skills that include ALS photography, impression photography and evidence photography. Appropriate Experience in Photography of exhibits through various light spectrum filters on cameras. Appropriate Experience in Cyanoacrylate Fuming. Extensive experience in Death Scene Investigations within the Autopsy environment. Extensive experience in training in the Forensic Science field. Inherent requirements for the job: Valid (Code B/EB) driver's licence. No criminal record. Successfully completed the Advanced Crime Scene Course. Successfully completed the LCRC Photography Course. Successfully completed the LCRC Forensic Course. Successfully completed the Criminalistic Expert Training Programme. Successfully completed the adjudication panel for fingerprint expert status. Ability to work standby duties (after hours) and travel long distances within Western Cape Rural, including Cape Winelands, Overberg, West Coast, Southern Cape, and Eden Karoo. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Be willing to train Forensic Pathology Officers in death scene investigation and photography. Meticulous note-taking, recording and proficiency in the delivery of such testimony in any Court of Law and can develop a Portfolio of Evidence (POE)

for Court. Above average computer skills in at least MS Office, Computer Aided Design package (CAD) and Photoshop. Can effectively use Alternate Light Sources (ALS) through various light spectrums and filters. Ability to be trained in Rope Access and WSAR (Wilderness Search and Rescue). Willingness to work with corpses. Ability to deliver testimonies in court proceedings.

DUTIES : To attend death scenes to conduct a comprehensive death scene investigation and perform Specialised investigations to identify, extract, and preserve evidence. To attend autopsies to conduct Specialised investigations, techniques and Specialised photography and obtain fingerprints in decomposed or difficult cases. Provide training in Death Scene Investigations, Fingerprinting, Photography, and the management of Mass Incidents. To Assist with Mass Fatality Scenes by on-scene management, evidence recording and collection and assist with post-scene activities. Monitor and Assist in the management of unidentified decedents in the rural FPS.

ENQUIRIES : Mr B Jonker, Email: brent.jonker@westerncape.gov.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 : 28 June 2024

POST 20/65 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Central Karoo District

SALARY : R376 413 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory capacity in a SCM Health environment. Appropriate experience in LOGIS System training on levels I, II, III and IV. Appropriate experience in Warehouse and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge LOGIS and ePS Systems. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. Knowledge of the PFMA, AOS and delegations within the Department of Health and Wellness. Knowledge of PFMA Act 1 of 1999, Accounting Officer System of Department of Health on Chapter 16A and Delegations.

DUTIES : Demand and Acquisition Management. Procurement planning including Asset Management. Warehouse Management and Stock control. Management of Staff within the SCM component (Leave, Discipline, SPMS and Training). LOGIS system management and payments. Supervisor support.

ENQUIRIES : Ms M Bothma Tel No: (023) 414-8200
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 : 28 June 2024

POST 20/66 : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**
Directorate: Inspectorate: Support Services

SALARY : R308 154 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organising skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.

DUTIES : Assist in the office with regards to private health facility and community mental health licensing and inspections - planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.

ENQUIRIES : Mr M Memani Tel No: (021) 483 8669/ 082 610 5194
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 : 28 June 2024

POST 20/67 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: INTEGRATED SCHOOL HEALTH PROGRAM)**
Garden Route District

SALARY : Grade 1: R307 473 (PNA2) per annum
Grade 2: R375 480 (PNA3) per annum
Grade 3: R451 533 (PNA4) per annum
(Plus, an 8% non-pensionable rural allowance of your annum basic salary)

CENTRE : Hessequa Primary Health Care, Support and Outreach
REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. degree/diploma 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 a Professional Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years of appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years of appropriate /recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and to travel as required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Word, Excel). Experience in working with learners or youth. Experience in Group facilitating and excellent communication Skills (verbal and written). Ability to work independently, but also as part of a team.

DUTIES : Provide clinical school health services to learners in schools. Support the team within the school environment. Support the PHC facility in implementing quality youth-friendly services. Plan and implement Health promotion and prevention activities during school Holidays. Monitoring and Evaluation of the Program. Managing of stock and Equipment.

ENQUIRIES : Ms E Braaf Tel No: (028) 713 8644
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 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 June 2024

POST 20/68 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING)**
Overberg District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum

<u>CENTRE REQUIREMENTS</u>	<p>Grade 3: R451 533 per annum</p> <p>Hermanus CDC, Overstrand Sub-district</p> <p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence and willingness 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): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.</p>
<u>DUTIES</u>	<p>Provide quality comprehensive nursing service in a PHC setting. Participate in health promotion and illness prevention initiatives. Administrative responsibilities and information management. Contribute to the training and professional development of students and subordinates. Community Participation.</p>
<u>ENQUIRIES APPLICATIONS</u>	<p>Ms MA Samuels Tel No: (028) 313 5203</p> <p>Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").</p>
<u>NOTE</u>	<p>No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable 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 a change in registration status)".</p>
<u>CLOSING DATE</u>	<p>28 June 2024</p>
<u>POST 20/69</u>	<p><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING: TERMINATION OF PREGNANCY)</u> Garden Route District</p>
<u>SALARY</u>	<p>Grade 1: R307 473 (PN-A2) per annum Grade 2: R375 480 (PN-A3) per annum Grade 3: R451 533 (PN-A4) per annum</p>
<u>CENTRE REQUIREMENTS</u>	<p>Mossel Bay Hospital, Mossel Bay Sb-district</p> <p>Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts and overtime. Willingness to undergo the required training as prescribed in terms of the Choice of Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Planning and organisational skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.</p>
<u>DUTIES</u>	<p>Render medical and surgical termination of pregnancy (MVA). Provide optimal, holistic nursing care. Effective utilization of resources. Participate in training and research. Provide support to Nursing Services. Maintain professional growth/ethical standards and self-development.</p>
<u>ENQUIRIES</u>	<p>Ms JA Mahlangu Tel No: (044) 604 6104</p>

<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. "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 a change in registration status)".
<u>CLOSING DATE</u>	:	28 June 2024
<u>POST 20/70</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Garden Route District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Harry Comay Hospital, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Knowledge of LOGIS procurement system.
<u>DUTIES</u>	:	Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock take and assist with input for the preparation of the annual financial statements. Maintain 0-9 files and follow-up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor the movement of assets. Day-to-day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation and adjudication on the system.
<u>ENQUIRIES</u>	:	Mr H Mapolie Tel No: (044) 814 1156
<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>	:	28 June 2024
<u>POST 20/71</u>	:	<u>PERSONNEL OFFICER</u> Chief Directorate: Emergency Clinical Services Support
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Emergency and Clinical Services Support (ECSS)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Inherent requirement for the job: PERSAL certificate – Introduction to PERSAL. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Knowledge of People Management prescripts in the Public Service. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform all administration duties pertaining to the personnel administration section as well as for policies and practices, e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, debt management, PILIR, RWOEE, SPMS, etc. Audit personnel and leave records and maintain effective record keeping. Ensure correct application of People Management policies in respect of Policies and Practices. Handle all personnel enquiries and correspondence (written and verbal). Provide an effective support service to supervisor.

ENQUIRIES : Ms FG Malan Tel No: (021) 815 8837
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 : 28 June 2024

POST 20/72 : **FOOD SERVICES SUPERVISOR**

SALARY : R183 279 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numeracy skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal and communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large-scale food preparation according to standard recipes.

DUTIES : Support the principal food services supervisor and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

ENQUIRIES : Ms R Keyser Tel No: (021) 938 4135
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 : 28 June 2024