

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 31/345 : **DEPUTY DIRECTOR: ORGANISATION DYNAMICS AND REMUNERATION**
Directorate: People Management Planning and Practices

SALARY : R849 702 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 National Diploma (NQF 6) / Degree. Experience: Appropriate middle management experience (3-5 years) (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in organisation development/ design, job evaluation, establishment administration and compensation management. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (Knowledge/skills): Behavioural: Analysing; Leading and Supervising, Persuading, and influencing, Planning and Organising; Deciding and Initiating Action, Working with People Delivery Results and Meeting Customer Expectations, Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM practices and OD (such as compensation management; grade progression; OSD, OD and Job Evaluation), Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. Job Purpose: To render an organisation transformation service by co-ordinating OD interventions, establishment administration and compensation management.

DUTIES : Oversee and manage organisation development interventions and job evaluations. Drive departmental OD re-alignment projects to support the transformation agenda of the Department (such as MEAP and MDP). Manage ODI and JE investigations for the Department. Monitor OD and JE registers and provide progress reporting. Manage and deliver on key OD improvement projects such as WISN, HRIS, Job Description Refresh, Job Titles classifications and OFA. Develop and maintain systems and guidelines to improve on OD and JE services. Manage the Organisation and Establishment Administration function. Perform Establishment Control function. Co-ordinate the implementation of OD and JE reports; Ensure new/ amended posts and organisational structure changes are correctly updated in Org Design system (OrgPlus/ Visio) and in PERSAL. Manage staff movement and constant updating of the establishment on PERSAL. Manage the Approved Post List (APL) in collaboration with Finance in terms of filled and vacant posts (HF2 process). Perform regular audits/ investigations and reconciling the approved organisational structure with the establishment on PERSAL. Management and advisory of Compensation: Manage investigations on compensation management enquiries/ cases (such Occupation-Specific Dispensations) and advise in accordance with prescripts. Provide expert advisory and input on transversal changes affecting compensation management practices. Implement changes to the compensation management practices as per national and provincial policy directives (e.g. Cost of Living Adjustments). Manage and maintain an accessible repository of updated compensation-related prescripts, policies, directives and collective agreements. Provide PERSAL Helpdesk services: Manage PERSAL access control (create profiles) and monitor all users transactions, active and in-active profiles. Ensure system enhancement

and data integrity (audits and verifications Provide user-support training, compile and maintain user-friendly manuals. Participate in new system development initiatives linked to PERSAL. People Management. Financial Management.

ENQUIRIES : Ms R Shade Tel No: (021) 483-3717
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. Short listed candidates must be prepared to do a test as part of the evaluation process.
CLOSING DATE : 13 September 2024

POST 31/346 : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**
Directorate: Infrastructure Planning

SALARY : Grade A: R721 476 per annum
Grade B: R821 142 per annum
Grade C: R925 146 per annum
(A portion of the package can be structured according to the Individual's personal need.)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Degree in Quantity Surveying and/or equivalent qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Experience: **Grade A:** At least 3 years' appropriate/recognisable experience in this profession after qualification. **Grade B:** At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. **Grade C:** At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally nationally. Competencies (knowledge/skills): Knowledge of cost norms including risk analysis and risk mitigation strategies and ability to analyse costings. Understand how to prepare budgets and experience with feasibility studies. Knowledge of facility condition assessments. Sound interpersonal and good verbal and written communication skills. Computer literacy (MS Office).

DUTIES : Develop, interpret and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Processing of payments. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms M van Leeuwen, Email: Milne.vanLeeuwen@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a Competency Test.

CLOSING DATE : 20 September 2024

POST 31/347 : **OPERATIONAL MANAGER NURSING (SPECIALTY) - CRITICAL CARE (HAEMATOLOGY/ONCOLOGY)**

SALARY : R656 964 per annum
CENTRE : Groote Schuur Hospital, Observatory
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. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: General or Oncology Nursing. 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 Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour, weekend and public holiday duties for the department and the hospital. Night duty hospital allocation as required. Competencies (knowledge/skills): Principles of

Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills as well as the ability to function independently and as part of the multi-disciplinary team. Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework, Human Resources, Labour relations legislation and Financial Management, Public sector legislation. Computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department; participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, quality improvement initiatives, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research as well as maintaining ethical standards and promote professional development.

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404 2092
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 : 20 September 2024

POST 31/348 : **LECTURER NURSING GRADE 1 TO 2: (POST GRADUATE DIPLOMA NURSING PROGRAMMES)**
 Western Cape College of Nursing

SALARY : Grade 1: R 451 533 (PN-D1) per annum
 Grade 2: R 553 545 (PN-D2) per annum

CENTRE : Boland/Overberg Campus (based at: Metro Campus)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). A post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Trauma and Emergency, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse, Midwife or Psychiatric Nurse, where applicable. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable 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/ recognisable experience in Nursing Education after obtaining the 1- year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision making / problem solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the

		Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<u>ENQUIRIES</u>	:	Dr Magerman Tel No: (021) 684-1225
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 31/349</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Tygerberg 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 as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing 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 in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department.
<u>DUTIES</u>	:	Duties Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.
<u>ENQUIRIES</u>	:	Ms F Baartman Tel No: (021) 938-4055
<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 required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Psychiatric Nursing Science.
<u>CLOSING DATE</u>	:	20 September 2024

POST 31/350 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE) (X8 POSTS)**

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing 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 in Critical Care after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055

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 the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General.

CLOSING DATE : 20 September 2024

POST 31/351 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MIDWIFERY) (X3 POSTS)**

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE : Tygerberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing 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 in Obstetrics after obtaining the 1-year post-basic qualification in the relevant speciality. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape.

Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
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 the predetermined period of time. Candidates who are not in possession of stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Advanced Midwifery and Neonatal Nursing Science.

CLOSING DATE : 20 September 2024

POST 31/352 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R451 533 per annum
 Grade 2: R553 545 per annum

CENTRE : Delft CHC
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. Post-basic nursing qualification, with a duration of at least 1 year accredited with the SANC in the following: Diploma in Clinical 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/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification in Clinical Science, Health Assessment, Treatment and Care (R48). Inherent requirement of the job: A valid driver's license and willingness to travel. Willingness to work after hours. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education and training. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Manage and provide clinical comprehensive PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Partake in research activities.

ENQUIRIES : Ms S. Zide-Ndzungu Tel No: (021) 954-2237
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Clinical Nurse Practitioner (PHC) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 31/353</u>	:	<u>EMS STATION MANAGER GRADE 3 TO 6</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 3: R376 596 per annum Grade 4: R455 079 per annum Grade 5: R532 815 per annum Grade 6: R591 741 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Overberg (Hermanus) Minimum educational qualification: Grade 3: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an AEA, ECT, CCA or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Physical and mental fitness as an Emergency Services practitioner.
<u>DUTIES</u>	:	Effective support to District Manager and act in management capacity when required. Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr IS Naidoo (District Manager) Tel No: (028) 284-1900 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates may undergo a practical assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 31/354</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Childrens Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Labour Relations or Human Resource Management. Experience: Appropriate experience in the field of Labour Relations. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Knowledge of PERSAL. Good communication, interpersonal, organising, report-writing, problem-solving and conflict resolution skills. Good knowledge of Labour Relations prescripts, procedures and processes. Ability to interpret policies, procedural manuals and

- collective agreements. Practical computer skills in MS Word, Excel and PowerPoint.
- DUTIES** : Ensure proper handling of grievances, disciplinary processes and assist in the resolution of disputes. Compile and submit labour relations statistics and keep updated labour relations registers. Facilitate training of supervisors and other staff in respect of labour relations aspects. Monitor all other labour related matters including the functioning of the IMLC, implementation of collective agreements, and organisational rights agreements. Provide labour relations guidance and advice to supervisors and personnel to promote sound employment relations. Perform administrative support functions in terms of labour relations.
- ENQUIRIES APPLICATIONS** : Mr FG Brandt Tel No: (021) 658-5390
: 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 do a practical test.
- CLOSING DATE** : 13 September 2024
- POST 31/355** : **SPECIALIST FORENSIC INVESTIGATOR**
Chief Directorate: Emergency And Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
: Forensic Pathology Services, Metro District Office
: Minimum educational qualification: Senior Certificate (or Equivalent).
Experience: Extensive experience in a Local Criminal Record Centre (LCRC)/ Crime Scene Investigation Unit (CSI) environment with a high proficiency in specialising photographic skills that includes ALS photography, impression photography and evidence photography. Extensive experience in Death Scene Investigations within the Autopsy environment. Extensive experience in training within the Forensic Science field. Extensive experience in the taking of fingerprints, lifting of fingerprints and fingerprint comparisons. Inherent requirements of the job: Ability to communicate clearly and discreetly in person and in writing. Valid (Code B/EB) Driver's license. Successfully completed the Advanced Crime Scene Course. Successfully completed the LCRC Fingerprint Course. Successfully completed the LCRC Forensic Course. Successfully completed the Criminalistic Expert Training Program. Must have successfully completed the adjudication panel for fingerprint expert status. Ability to work standby duties (after hours) and travel long distances within the Western Cape. Competencies (knowledge/skills): Meticulous note taking, recording and the 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 Excel, MS Word and MS Power Point. Knowledge of Computer Aided Design Package (CAD) and Photoshop. Knowledge of Alternate Light Sources (ALS) through various light spectrums and filters. Ability to work with corpses. Ability to deliver expert testimonies in court proceedings. Willingness to train Forensic Pathology Officers in death scene investigation and photography. Knowledge of Cyanoacrylate fuming. Knowledge of photographing exhibits through various light spectrums on cameras.
- 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 obtaining fingerprints in decomposed or difficult cases. Provide training in Death Scene Investigations, Fingerprinting, Photography, and the management of Mass Incidents. To assist on 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 Metro District.
- ENQUIRIES APPLICATIONS** : Mr KR Jones Tel No: (021) 836-0968
: 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. Short-listed candidates may be subjected to a practical test. Candidates will be subjected to security clearance, qualification verification, criminal records, credit records and previous employment checks prior to appointment. Candidates may have to undergo profiling assessments prior to appointment.
- CLOSING DATE** : 20 September 2024
- POST 31/356** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X5 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 (PNA2) per annum

<u>CENTRE</u>	:	Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum, (Plus 8% rural allowance). Robertson Hospital, Langeberg Sub-district (X4 Posts) Ceres Hospital, Witzenberg Sub-district (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel only applicable for Robertson Hospital. Willingness to work overtime when necessary.
<u>DUTIES</u>	:	Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. SM Kortje Tel No: (023) 626-8548 Mr GH Vermeulen Tel No: (023)316- 960
<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 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 the change in registration status).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 31/357</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 per annum Grade 3: R451 533 (PNA4) per annum
<u>CENTRE</u>	:	Worcester Regional 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. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem-solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 31/358</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 per annum Grade 3: R451 533 (PNA4) per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem solving, motivational and leadership skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms AE Badenhorst Tel No: (023) 348-1137
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	13 September 2024
<u>POST 31/359</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS AND MEDICAL RECORDS</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in PERSAL and Human Resource Management functions. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Ability to function as a team player, with or without supervision. Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function under stressful environment and cope with a heavy workload. Appropriate planning and administration skills. Knowledge of the Human Resource Management

	:	Legislation and Policies. Exercise good judgment in safeguarding confidential or sensitive information.
<u>DUTIES</u>	:	Effective support to supervisor and colleagues. Administer the Performance Management processes and provide to staff and managers. Provide assistance with the management of poor performance of staff. Ensure effective Personnel and salary administration (service benefits). Ensure effective record keeping. Ensure effective service terminations. Ensure quality assurance and management of all Talent Sourcing practices.
<u>ENQUIRIES</u>	:	Ms C. Veldman Tel No: (021) 944-9225) / Ms E. Adonis Tel No: (021) 944-9216
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be expected to undergo the following assessments: Oral interview and/or practical assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 31/360</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate with Mathematics and/or Accounting as a passed subject. Experience: Appropriate experience in Admissions and medical records department within a hospital environment. Appropriate computer skills in MS Office and Outlook. Competencies (knowledge/skills): Strong communication skills (written and verbal).
<u>DUTIES</u>	:	Assess patients according to Hospital Memorandum 18 and Uniform Patient fee schedule and effective classification of patients according to means test. Render support to ensure correct assessment, opening of folders, and raising of invoices. Responsible for effective record keeping and safe keeping of patient's information. Report all Motor vehicle accident cases, Workman's compensation accidents. Relief duties specialist clinics and medical records. Sound knowledge of Clinicom, Accounts receivable, Hospital and emergency center tracking information system, and Electronic Triage system. Knowledge of International Classification of Disease edition 10.
<u>ENQUIRIES</u>	:	Ms M Frieslaar Tel No: (021) 860 2591 or milicent.frieslaar@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 31/361</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Willing to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
<u>DUTIES</u>	:	Assists patient with activities of daily living (physical care). Provide elementary clinical nursing care- checking of vital signs, operate all relevant apparatus and equipment. Assist professional nurses with clinical procedures and prepare patient for diagnostic and surgical procedures. Effective record keeping of Nursing notes on patient folder and adhere to Infection Prevention Control practices. Advocate and ensure the promotion of nursing ethos and professionalism and maintain professional growth, ethical standards, and self-development. Provide basic education according to individual needs of patients and family upon discharge of the patient.
<u>ENQUIRIES</u>	:	Ms K La Grange Tel No: (021) 659 5594
<u>APPLICATIONS</u>	:	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 prescribed registration fees to the relevant council are submitted the day before 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 the change in registration status). Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants for the post of Nursing Assistant will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

CLOSING DATE

: 20 September 2024