

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 31 January 2025
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 01/178** : **DEPUTY DIRECTOR: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO: 181**
Directorate: Recruitment and Selection
- SALARY** : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Cape Town
- REQUIREMENTS** : 3-year post school qualification (HR, Public Administration/ Management/ Industrial Psychology). 3 years Junior management experience in people management (preferably in a recruitment and selection environment) and valid driver's license. Job Summary: To manage the development, establishment and maintenance of the organisation structure and staff establishments, Personnel and Salary system (PERSAL) control, Recruitment and Selection systems, structured recruitment and selection training, Helpdesk support services, as well as rendering Recruitment and Selection administration services. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management Accounting Finance and Audit, Legal Administration Other Managerial skills, Leadership skills, Interpersonal skills, Analytical skills Problem solving, Decision Making, Facilitation and Presentation skills Conflict resolution, Organising, Good written and oral communication skills.
- DUTIES** : Plan, organise, control and monitor the development, establishment and maintenance of the approved organisation structure and staff establishment (including establishment statistics). Plan, organise, control and monitor the PERSAL control and E-recruitment system support service. Plan, organise, control and monitor the recruitment and selection administration service. Plan, organize, control and monitor the E-Recruitment system; Plan, organize, control and monitor the recruitment and selection training programmes; People Management: Manage the human resources of the component to achieve the predetermined performance indicators and service delivery imperatives Manage sound labour relations through, motivated, competent, appreciated

and performance orientated staff Financial Management: Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/179 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO:182**
Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in a recruitment and selection environment) and a valid driver's license .Job summary: to operationalise and coordinate the Recruitment and Selection system, system support and a recruitment training service (including e-recruit technical support helpdesk), and recruitment and selection administration support service. Knowledge: Knowledge of recruitment process. knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation: Minimum Requirements for Teacher Education Qualification. Skills: Numerical, Language Proficiency skills. Computer Literate. Project Management; Leadership skills. Interpersonal skills. Analytical skills. Problem solving, |Decision Making. Facilitation and Presentation skills. Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualize and interpret policy, PERSAL.

DUTIES : E-Recruitment System: Establish, continuously improve and maintain the E-Recruitment system. Control and maintain e-Recruit system notices and messages and bring important issues to the attention of management. Monitors the effective use of the e-Recruit system. Promotes interaction amongst the e-Recruit system, user support and the department. Responsible for the composition and maintenance of departmental manuals and procedures (training). Advisor for the e-Recruit system in the Department. Implement control and audit measures. Analyse gathered data and present analysis. Recruitment and Selection Administration: Provide a recruitment and selection training service; Establish, continuously improve and maintain the recruitment and selection administration service. Monitor and quality assure the implementation of the: determination of salaries; recognition of experience; evaluation of South African qualifications; evaluation of foreign qualifications; all educator contract appointments; verification of foreigner work permits; and contract appointment of foreign educators and retired educators. Provide management reports when required. Implement and maintain E-recruit help desk function. Provide advice to clients & E-Recruitment users with regards to enquiries. Control a database on types of enquiries dealt with. Analyse and present trend analysis of enquiries. Provide technical support and RS training service. People management: Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/180 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: 175**
Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources and a valid driver's license. Job Summary: To develop, establish and maintain an establishment administration and control function. Knowledge: Knowledge of recruitment and selection

processes. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Knowledge of the PERSAL system. Knowledge of Staff Establishments. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Data Management and reporting; Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, Sound PERSAL system knowledge.

DUTIES : Operationalise and coordinate an establishment administration and control function. Manage the approved establishment of the department. Ensure the creation and abolishment of posts on the approved establishment. Control and monitor use of functions pertaining to establishment control. Develop, analyse and maintain establishment statistics. Manage the reconciliation of organisational structures with Personnel and Salary (PERSAL) system. Check and verify establishment related information. Implement establishment related policies and procedures. Manage the development and implementation of policies and procedures related to establishment administration. Advise and guide management and staff on the interpretation of policies and prescripts. Provide accurate and up-to-date information and reports to relevant stakeholders on establishment matters. Ensure the coordination and compilation of information for top management. Ensure the development and maintenance of establishment databases for the department. Manage the provision of people administrative information (including statutory reporting). Manage responses and provide reports to Auditor General (AG) requests for establishment information. People management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Advise on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) (021) 467 9278

POST 01/181 : **ASSISTANT DIRECTOR: INSTITUTION-BASED PUBLIC SERVANTS REF NO: 191**

Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in recruitment and selection) and a valid driver's license. Job summary: to operationalise and facilitate the recruitment and selection process of office and institution-based educators and public servant appointments and to manage the administration thereof. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, PERSAL.

DUTIES : Implement the RS processes of institution-based educators and institution based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement the RS processes of office-based educators and office-based public servants.

Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement capacity building and RS advisory services. Manage and facilitate capacity building information sessions to all directorates and district offices. Ensure the maintenance and update of Recruitment & Selection procedures and manuals. Provide general Recruitment and Selection advisory service. Provide RS information with regards to grievance and dispute processes.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/182 : **ASSISTANT DIRECTOR: OFFICE-BASED EDUCATORS AND PUBLIC SERVANTS REF NO: 184**

Directorate: Directorate: Recruitment and Selection

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 5 years relevant experience in Human Resources (preferably in recruitment and selection) and a valid driver's license. Job summary: to operationalise and facilitate the recruitment and selection process of office and institution-based educators and public servant appointments and to manage the administration thereof. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy, Literacy, Language skills, Computer Literacy, Project Management Other Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills, Ability to analyse, conceptualise and interpret policy, PERSAL.

DUTIES : Implement the RS processes of institution-based educators and institution based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement the RS processes of office-based educators and office-based public servants. Facilitate and execute the compilation of advertisements and correctness thereof. Facilitate the placement of advertisements in applicable media. Coordinate the recruitment process (inclusive of E-Recruitment procedures). Facilitate the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Quality assures appointment letters in respect of nominated candidates. Provide a recruitment advisory service. Implement capacity building and RS advisory services. Manage and facilitate capacity building information sessions to all directorates and district offices. Ensure the maintenance and update of Recruitment & Selection procedures and manuals. Provide general Recruitment and Selection advisory service. Provide RS information with regards to grievance and dispute processes.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/183 : **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 176**

Directorate: Directorate: Strategic People Management

SALARY : R444 036 per annum (Level 09)

CENTRE : Cape Town

REQUIREMENTS : At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3

years relevant experience in a human resources or people management environment. A Valid Code B/EB Drivers Licence. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).

DUTIES : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.

ENQUIRIES : Ms T Florence Tel No: (021) 467 2169

POST 01/184 : **ASSISTANT DIRECTOR: EXAMINATION REGISTRATION REF NO: 186**
Directorate: Examinations and Printing Administration

SALARY : R444 036 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : An appropriate B degree or equivalent, with a minimum of 3 years relevant supervisory experience in an education environment; Computer literacy (MS Excel and Office, PowerPoint, TEAMS); Valid Code EB driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. Knowledge: Advance knowledge of Human Resource management. Knowledge of client care and information management. Working knowledge of examination databases. Knowledge of directives, policies and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Internal and external marketing and communication processes. Information in the WCED domain Electronic information content. Skills: Computer literacy (Ms Word, MS Excel, PowerPoint, TEAMS). Strong leadership skills. Team building and strong inter-personal skills. Excellent writing skills. Excellent report writing skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Ability to analyse, conceptualise and implement policy. Ability to manipulate data and databases. Monitoring, evaluation and reporting

DUTIES : Registration of applicants. Ensure the implementation of all registration processes as per national policy. Manage the registration process of applicants for NSC, SC in line with national admission criteria. Manage the registration processes of examination centres. Ensure accurate registration of applicants and subject details. Ensure the correct placement of registered candidates at examination centres. Ensure the development and updating of all registration platforms i.e. manual or electronic in line with national policy. Monitor and verify the correct and effective registration processes are implemented at education districts across the province. Ensure the implementation of the relevant policy regarding immigrants and applicants with Special Educational Need assessment requirements. Manage the timeous and effective preparation and distribution of registration information, Admission letters and other relevant documentation to schools. Ensure that all relevant examination registration data is correct, and the data is managed effectively. Registration of exam centres and designated examination centres. Ensure that all schools/accredited institutions are registered as examination centres according to the national policy. Monitor the Umalusi accreditation process of all registered Independent schools offering the NSC qualification. Ensure that all independent examination centres complete annual contracts. Determine the need for the establishment of designated centres and accurately place registered candidates at these designated centres in collaboration with Education Districts. Ensure that designated centres are registered on the examination information system. Ensure that all role players e.g. districts, schools and other relevant sections are informed about the number and subject information per examination Centre. Manage the audit of examination centres. Provide training and support to designated centres in the conduct of the

examinations. Appointment of Student Examination Assistants (EAs): Preparation and distribution of the advertisement for Examination Assistants. Manage the recruitment, selection and appointment of EAs for two national examinations per annum. Manage all administrative tasks for the recruitment and selection process. Oversee the claims process and timeous payment of all appointed EAs. Appointment of invigilators for the NSC and SC examination: Manage all administrative tasks for the recruitment and selection. Receive and capture nominations for appointments from districts including disclosure contracts. Appointment of Invigilators on the computerized database. Provide data for the training of invigilators. Oversee the claims process and timeous payment of all appointed invigilators. Human Resource Management: Motivate, train and guide staff within the examination registration section, to achieve and maintain excellence in service delivery. Ensure that staff are informed and trained on national policy. Ensure that all staff perform their assigned tasks efficiently. Actively manage the performance and evaluation of staff. Actively manage and promote the maintenance of discipline. Ensure that staff meet non-negotiable deadlines. Effectively manage staff attendance. Planning and Reporting: Provide qualitative annual plan to line manager. Compile individual project management plans. Provide qualitative and quantitative inputs on examination registration processes for reporting to senior management. Compile and submit weekly reports to line manager. Compile PowerPoint presentation inputs when required by senior management.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/185 : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 174**
District Office: Education District Office Metro Central

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Maitland
: A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Knowledge: Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBEE, Accounting Officers System treasury instructions. delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.

DUTIES : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Sourcelink. Stock take. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.

ENQUIRIES : Ms B Robertson Tel No: (021) 514 6700

POST 01/186 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: 173 (X2 POSTS)**
Directorate: Service Benefits

SALARY CENTRE REQUIREMENTS : R444 036 per annum (Level 09)
: Cape Town
: National Diploma or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and

		PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.
<u>DUTIES</u>	:	Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.
<u>ENQUIRIES</u>	:	Ms D Pillay Tel No: (021) 467 2477
<u>POST 01/187</u>	:	<u>ASSISTANT DIRECTOR: ASSURANCE REF NO: 171</u> Directorate: Internal Control
<u>SALARY</u>	:	R444 036 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license with the ability to drive long distances. Knowledge: Competencies (knowledge/skills): Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Knowledge of Human Resource Management. The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.
<u>DUTIES</u>	:	Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental components in accordance with a pre-determined program to detect matters of noncompliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified noncompliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including complete follow-ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on the network) of all issued departmental/financial instructions and standard operating procedures. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends, perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance and attendance management.
<u>ENQUIRIES</u>	:	Ms W Salie Tel No: (021) 467 2680

<u>POST 01/188</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 170</u> Directorate: Internal Control
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing / Supply Chain Management). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license with the ability to drive long distances. Knowledge: Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Skills: The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, research; problem solving and analytical thinking.
<u>DUTIES</u>	:	Perform post audits on the departmental payment vouchers (Post-Audit Tool). Engage with SCM Champions and other relevant stakeholders to discuss findings. Report all findings to relevant managers, including the root causes for non-compliance of these findings. Assist with the development of corrective action plans for the relevant directorate or component. Monitor implementation of corrective action plans of various stakeholders. Complete and submit post audit finding register to supervisor within strict deadlines. Perform inspections at schools, districts/directorates where necessary. Submit compliance/inspection reports to supervisor. Co-ordinate financial/non-financial responses for the department in respect on external audits, including follow-ups on corrective action plans with management on audit matters. Ensure the safekeeping of payment batches and all other important documents. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Analyse trends to identify possible interventions/corrective measures. Facilitate the responses on the latest audit/risk management outcomes.
<u>ENQUIRIES</u>	:	Ms W Salie Tel No: (021) 467 2680
<u>POST 01/189</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 177</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R376 413 per annum (Level 08)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	A degree (NQF 7) or higher in Accounting; A minimum of three years' experience in an Accounting and/or auditing environment; A valid (Code B or higher) driver's licence. Knowledge of the financial policies and regulations i.e. Public Financial Management Act (PFMA); the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Knowledge of financial processes and financial systems (BAS & LOGIS). Good understanding of cashflow and budgets. Knowledge and understanding of financial statements. An understanding of the Standard Chart of Accounts (SCOA). Ability to analyse and interpret data. Knowledge of modern systems of governance and administration. Good computer skills in Excel Good analytical, problem solving and decision-making skills Ability to work under pressure and independently in a fast-paced environment Good accounting, analytical and communication skills (verbal and written). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Planning and organising skills. Conceptual and formulation skills.
<u>DUTIES</u>	:	Responsible for checking and capturing transactions on Financial Systems Verify and capture payments on payment system/s. Prepare and/or compile payments in preparation for processing of transactions on financial systems Report on expenditure vs budget to supervisor and or other stakeholders. Ensure completeness and timeous approval of invoices on payment systems in line with policies and procedures. Creation, use and maintenance of

databases. Preparing/authorising corrective journals. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly, quarterly, and annual financial reporting. Assist with updating a Financial Commitment Register. Manage enquiries and payment detail from contractors, professional service providers, implementing agents, and management. Providing inputs to Interim Financial Statements/Annual Financial Statements. Ensure compliance in terms of reporting due dates and monitor report schedule including reminding managers/ responsible persons to submit timeously. Manage auditor request and assist in collating responses for the auditor. Ensure effective implementation and monitoring of financial policies and guidelines. Co-ordination and preparation of submissions/presentations to management. General supervision of employees including managing performance, conduct and discipline. Assist with all general and financial administrative tasks.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 01/190 : **HUMAN RESOURCE PRACTITIONER REF NO: 188 (X2 POSTS)**
Directorate: Directorate: Recruitment and Selection

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town

REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 3 years relevant experience in Human Resources management. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy Literacy. Language skills. Computer Literacy Other Interpersonal skills. Analytical skills. Problem solving. Decision Making Facilitation and Presentation skills. Conflict resolution. Organising, Good written and oral communication skills. Ability to analyse, conceptualize and interpret policy. PERSAL.

DUTIES : Execute and provide advice on the recruitment processes (inclusive of E-Recruitment procedures). Execute and provide advice on the selection process, inclusive of interviews and personnel suitability checks in respect of all nominated candidates. Draft submissions and appointment letters in respect of nominated candidates. Perform a capacity building and recruitment and selection advisory services. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/191 : **HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION SYSTEMS AND ADMINISTRATION REF NO: 183**
Directorate: Directorate: Recruitment and Selection

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town

REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/ Public Management or similar, plus a minimum of at least 3 years relevant experience in Human Resources management. Job Summary: To facilitate and render a recruitment and selection (RS) systems support, training and administration service. Knowledge: Knowledge of recruitment process. Knowledge of recruitment systems. Knowledge of related prescripts. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation. Skills: Numeracy Literacy. Language skills. Computer Literacy Other Interpersonal skills. Analytical skills. Problem solving. Decision Making. Facilitation and Presentation skills. Conflict resolution. Organising. Good written and oral communication skills. Ability to analyse, conceptualise and interpret policy.

<u>DUTIES</u>	:	Provide an E-Recruitment systems support service. Provide assistance, guidance, and administer E-recruit system notices and messages and bring important issues to the attention of management. Monitor the effective use of the E-recruit system. Executes interaction amongst the E-recruit system, user support and the department. Give advice on the administration of the use of e-recruit system in the Department. Support and administer the control and audit measures. Conducts data gathering for analysis purposes. Execute and maintain the E-recruit Help desk function. Support clients and E-Recruitment users with enquiries. Maintain database of types of enquiries dealt with. Conduct training and technical support. Conduct trend analysis of enquiries. Provide a recruitment and selection related administration and training service. Administer the following: the determination of salaries; the recognition of experience; the evaluation of South African qualifications; the evaluation of foreign qualifications; all educator contract appointments; the verification of foreigner work permits; the contract appointment of foreign educators and retired educators; and the transfers applications of both Public Sector and Educators. Develop, maintain and implement departmental manuals and procedures (including training). Facilitate and provide guidance to clients on RS related training interventions. Identify and analyse RS training needs. Design develop and training materials/manuals and procedures. Review training provided by external service providers (PTI, CEI, etc.). Review and update all training materials/manuals and procedures on an ongoing basis. Ensure logistical arrangements in respect of training. Ensure training material is prepared timeously. Check, verify and provide administrative support in terms of training initiatives, submissions, documentation, etc. Administer and maintain training databases. People Management. Participation in the recruitment and selection of staff. Motivate, train and guide staff. Manages the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations: Maintain discipline. Guide on policy issues with regard to the functions of the components under his/her command.
<u>ENQUIRIES</u>	:	Ms ML Mocke Tel No: (021) 467 9278
<u>POST 01/192</u>	:	<u>HUMAN RESOURCE PRACTITIONER: WORK SKILLS PLAN (WSP) REF NO: 166</u> Directorate: Directorate: Strategic People Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Cape Town A recognised 3-year academic qualification (NQF level 7) in Human Resource Management/Development, Industrial Psychology, or Public Administration/Management with a minimum of 3 years' experience and exposure in a human resource development field. Valid driver's licence (Code B/EB). Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Constitution of the RSA; Public Service Act and Public Service Regulations; Skills Development and Skills Development Levies Act; SAQA Act; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act and Public Finance Management Act. Skills: Managerial; communication (verbal and written) report, letter and submission writing; data analytics and research; training co-ordination; problem-solving and conflict management; work planning and organising; project management; presentation; finance and procurement ability; excellent use of the MS Office package i.e. MS Excel, Word, PowerPoint, Outlook and Microsoft Teams.
<u>DUTIES</u>	:	Collate and compile the departmental Work Skills Plan (WSP), Annual Training Report, and Quarterly Monitoring Reports including all other provincial and national Human Resource Development (HRD) plans and reports. Gather and analyze training needs to assist with the department's annual WSP. Conduct relevant research on intervention topics for the various management categories within the department and provide recommendations to management for training needs identification. Co-ordinate, collect, and analyse the districts and other training programme reports/plans and make recommendations. Assist in facilitating the implementation of relevant HRD strategies of the department/directorate, particularly the Management and Leadership Development strategy, and includes reporting. Assist and facilitate the departmental skills audit. Liaise with relevant stakeholders on training and development interventions for the department. Co-ordinate and facilitate the procurement of training interventions for rollout via supply chain management and adhere to the PFMA, National Treasury Instructions/ regulations, and

departmental prescripts. Regularly coordinate training interventions of the directorate's programmes i.e. Management and Leadership Development, etc., and assist with the management of allocated budgets. Assist with the financial management and monitoring of the department's 1% skills (WSP) budget and internal programme budget reporting, inclusive of districts and programme budgets. Report, monitor and evaluate on all training interventions implemented and make recommendations where needed. Render an administrative, advisory, and secretariat function for the Skills Development Committees within the Department. Willingness to travel to the various rural and metro district offices relating to WSP matters. Establish and/or maintain relevant training databases and systems, and management of all internal and external stakeholder enquiries. Supervise staff and manage their performance and development accordingly.

ENQUIRIES : Ms Patience Funani Tel No: (021) 467 2243

POST 01/193 : **HUMAN RESOURCE PRACTITIONER: WORKFORCE PLANNING REF NO: 189**
Directorate: Strategic People Management

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years' relevant experience in a people management environment. A valid Code B/EB drivers' license. Language proficiency in at least two of the three official languages of the Western Cape. Knowledge: Knowledge of post provisioning and workforce planning related processes and systems; Public Service Act, Public Service Regulations, Employment Equity Act, project administration and management, labour relations framework, knowledge of the Employment of Educators Act, South African Schools Act and post structures in the education sector will be an advantage. Skills: Data analytics, analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and experience in database management; ability to work under pressure; intermediate/advanced use of the Microsoft Office suite (Excel, Word and PowerPoint)

DUTIES : Administer the basket of posts, data analyses and reporting. Coordinate and report on the Human Resource plans, Human Resource planning intervention and implementation reports. Coordinate and maintain norms and standards. Administer requests for Organisation Development (OD) investigations and Job Evaluation (JE). Additional Duties: The candidate will be responsible for post provisioning, coordination of workforce planning service including data analytics and reporting.

ENQUIRIES : Ms F Njingana Tel No: (021) 467 2288

POST 01/194 : **HUMAN RESOURCE PRACTITIONER: PERFORMANCE AND ETHICS ADMINISTRATION REF NO: 164 (X2 POSTS)**
Directorate: Strategic People Management

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : At least a recognized 3-year qualification which can be in Human Resource Management, Public Management or Industrial Psychology, with at least 3-year experience in human resources or performance management; Language proficiency in at least two of the three official languages of the Western Cape. A Valid Code B/EB drivers Licence. Knowledge: Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. Skills: Analytical thinking; Organising and planning; Report writing; Good written and verbal communication; Decision making; Facilitation and presentation skills; Ability to interpret prescripts; Conflict management; Knowledge of and experience in database management; Aspects of project management; Ability to use the IT software package (Excel intermediate to Advance); Electronic email; Internet and Intranet.

DUTIES : Administer the individual reward systems processes (inclusive of OSDs) repay progression, grade progression and performance bonuses. Provide support to

line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Participate in and administer the performance assessment processes. Provide administrative support throughout the probation processes. Administer compliance with Ethics frameworks, including RWOPS and e-Disclosures. Additional Duties: The candidate will be responsible to provide guidance on the administration of performance compliance processes applicable, guide managers and officials in the performance management process and provide guidance to an online performance recording system. Administer performance moderation processes. Guide relevant officials to complete financial disclosures. Guide on and process applications for Remunerative Work Outside the Public Service (RWOPS). Administer the pay and grade progression processes applicable. Provide relevant training where applicable.

ENQUIRIES : Mr M Jackson Tel No: (021) 467 2469

POST 01/195 : **LANGUAGE PRACTITIONER: ISIXHOSA LANGUAGE PRACTITIONER REF NO: 178**
Directorate: Directorate: Communication

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : A recognised three-year qualification in communication and translation studies, linguistics or related studies which must include Xhosa at 3rd year tertiary level. At least 3 years' experience in editing and translation of documents. Additional Requirements: Knowledge of translation memory software; Ability to translate from Xhosa to English. Knowledge: Knowledge of communication policy and strategies; excellent verbal and written communication skills in Xhosa and a high level of competence in English; ability to communicate on a personal level; Service orientated Skills: Computer skills in Microsoft Word and use of email; The ability to work under pressure; The ability to work both independently and as part of a team; honesty and a high sense of responsibility.

DUTIES : Translate official circulars, minutes, notices, correspondence and media releases from English to Xhosa. Edit Xhosa documents and correspondence. Provide a language advisory service to departmental employees. Develop and record terminology. Compile and maintain databases relating to language matters. Participate in the Language/Terminology Development Forum to develop proposed standardised terms.

ENQUIRIES : Ms M Merton Tel No: (021) 467 2707

POST 01/196 : **SCHOOL ENRICHMENT OFFICER REF NO: 194**
District Office: Education District Office Metro East

SALARY : R376 413 per annum (Level 08)
CENTRE : Cape Town
REQUIREMENTS : 3 year post matric qualification or degree plus 2 years relevant administrative experience (preferably in sport, culture or teaching environment). A Valid Code B or higher drivers Licence. Knowledge: Knowledge of the relevant education policies and procedures; Knowledge of SCM processes and procedures; Knowledge of Public Financial Management (PFMA); Knowledge of Information Management Systems; Knowledge of relevant Sport and Recreation Policies, regulations and procedures; Knowledge of filing and recordkeeping. Skills: Written and verbal communication (2 official languages of the Western Cape); Project planning; Organising; Financial administration; Computer literacy; Recordkeeping; Interpersonal; Report writing; Facilitation and presentation; Analytical.

DUTIES : Monitoring the implementation of School Enrichment (SE) Policies. Encouraging learner participation in sports by ensuring Public Schools participate in intra and inter school enrichment activities. Ensuring that Public Ordinary Schools and Public Special Schools promote social inclusion and cultural diversity (music, dance, drama, sport and visual arts) through school enrichment programmes. Collect, analyse, compile and update data on all sport and recreational activities. Provide administrative and technical support with regard to sport and recreation facilities and infrastructure. Procure and ensure delivery of equipment to identified schools. Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : Ms L Diamond Tel No: (021) 900 7006

POST 01/197 : **ADMINISTRATION OFFICER: DISTRIBUTION & SCRIPT CONTROL REF NO: 187 (X4 POSTS)**
 Directorate: Examinations and Printing Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience in an administrative, school or logistics environment OR a matric qualification with at least 5 years relevant experience in an administrative, school or logistics environment; and proven computer literacy. Valid Driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and processes. Job Summary: Render an efficient and effective process in respect of the packing and distribution of question papers and examination stationery, the collection and processing of answer scripts for marking and the control of scripts during and after the marking process. Knowledge: Working knowledge of exam related computerized system. Knowledge of directives, norms and standards, policies and regulations pertaining to the dispatching of national question papers and the management of answer books. Knowledge of the logistics of packing, distribution and archiving. Knowledge of exam directives and strong room policy. Knowledge of client care and information management. Internal and external marketing and communication processes. Functions, programmes and projects of the WCED. Information in the WCED domain. Electronic information content. Skills: Ability to analyse and problem solve. Ability to build sustainable relationships and trust with clients. Follow communication procedures, guidelines and policies. Excellent communication and writing skills. Conflict resolution and interpersonal skills. Good verbal and non-verbal communication skills, Computer literacy skills (MS Word, MS Excel).

DUTIES : Administer and coordinate the packing and distribution of question papers, examination stationery and marksheets. Administer and coordinate the collection, processing and packing of answer scripts, unused answer books during the examination writing and marking processes. Administer all processes for the procurement and stock control of consumables, stationery and equipment required for the packing and distribution of exam materials. Administer the stocktaking of the stationery and equipment needed for the packing of question papers and answer scripts. Preparing the documents for the procurement of various bulk stationery and equipment. Prepare memoranda and submissions for the approval of funds for the procurement of requisite equipment and bulk stationery. Administer and record regular stock counts for quarterly reporting. Administration and Reporting. Draft Examination correspondence with regards to the distribution and safekeeping of the question papers, answer books and stationery. Compile detailed management plan for the packing and distribution process, for the training of principals and invigilators and the logistical arrangements for the marking of scripts. Report on question paper irregularity. Deal with enquiries pertaining to question papers and exam stationery. Liaise with external role players/ service providers. Compile weekly progress reports. Supervision of administrative staff and examination assistants. Oversee the supervision, guidance and discipline of staff. Compile motivation for the recruitment and selection of adhoc support staff. Attend to grievances and misconduct cases of staff (disciplinary steps). Oversee the attendance, leave management and assignment of staff and Examination Assistants.

ENQUIRIES : Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/198 : **ADMINISTRATION OFFICER: EXAMINATION REGISTRATION REF NO: 190 (X3 POSTS)**
 Directorate: Examinations and Printing Administration

SALARY : R308 154 per annum (Level 07)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience in an examinations or education environment OR a matric qualification with at least 5 years relevant experience in an examinations or education environment; valid EB driver's license. Additional Requirements: Knowledge of National Senior Certificate (NSC) and Senior Certificate (SC) examination policies and

processes. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Internal and external marketing and communication processes. Functions, programmes and projects of the WCED. Electronic information content. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organized way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

: Registration of candidates for the NSC and SC Examinations. Execute the registration application process for candidates. Verification of candidates captured information. Verification of online SC applications. Verification of candidate subject and personal registration information. Supervise the dispatch of schedule of entries, examination labels and admission letters. Ensure adherence to the Policy and Regulations for the Conduct, Administration and Management of the NSC examination. Administer the process for the approval of concessions for immigrant status, and special educational needs and the alternative arrangements and assessments required. Registration of examination centres and designated centres. Administer and coordinate process of verifying the registration and accreditation of all schools and accredited institutions in line with National Policy. Administer and coordinate the identification, establishment and audit of designated examination centres. Oversee the completion of the audit of examination centres by schools identified as exam centres. Appointment of Invigilators for the NSC and SC Examinations Execute all administrative tasks for the recruitment and selection of Invigilators. Receive and capture nominations for appointment of community invigilators from districts including disclosure contracts. Execute the appointment of Invigilators on the computerized database. Collate the invigilator data for the training of invigilators. Execute the claims process and timeous payment of all appointed invigilators. Appointment of student Examination Assistants (EAs) for Marking Centres. Execute all administrative tasks for the recruitment and selection of Examination Assistants (EAs). Receive and capture application forms and verify the supporting documents for the appointment of the EAs. Execute the appointment of the EAs on the computerised database. Collate the EA appointment data for their allocation to tasks at the marking Centre. Prepare the registers and identification cards for the EAs for the marking centres. Execute the claims process and timeous payment of all appointed EAs. 5. Supervision of Staff. Oversee the supervision, guidance and discipline of staff. Attend to grievances and misconduct cases involving junior staff. Oversee the attendance and leave management of staff and Interns. Assist in the planning of projects and training of personnel in the component 6. Administration and Reporting. Compile detailed management plans for various projects managed by the examination registration component. Draft correspondence with regards to examination registration processes for clients and role-players. Draft submissions for senior managers approval. Deal with exam related result queries. Report weekly on progress towards specific project milestones. Provide stats and inputs to the line managers on applications received and processed.

ENQUIRIES

: Ms L Bredenkamp Tel No: (021) 467 2945

POST 01/199

: **ADMIN OFFICER: ADMIN SUPPORT OFFICER REF NO: 169**
Directorate: Early Child Development

SALARY
CENTRE

: R308 154 per annum (Level 07)
: Cape Town

REQUIREMENTS

: Certificate/Diploma/NQF level 5 (1-2 years post-school qualification and 3-5 years relevant experience. Competency in at least two official languages dominant in the Western Cape Province. A valid code 08 Drivers licence. Job Summary: To administer the office of the Early Childhood Development and provide support to the unit. Knowledge: Knowledge of provincial and national strategies to address Sector Development Micro Economic Development Strategy Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant

legislation/ policies/ prescripts and procedures. Basic financial administration Skills: Draft documentation like submissions, letters, etc. Sound organising, planning and time management skills (for example workshops, conferences, events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings Run and maintain a record management system Communicate effectively (written and verbally) Procure goods and services Work under pressure Make sound judgments Do basic research Analyse documents and situations Ability to access research sources Function as a team member.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the component. Prepare documentation and verify responses and information received from internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the component and advise/ sensitise the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports Assist with monitoring and evaluating the performance of the component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the component. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Co-ordinate activities and maintain the relevant systems Update and maintain the systems for projects (Biz project and APAS). provide support to conduct basic research on providers and compile comprehensive documents (not linked to specific line function) for the component with regard to issues linked to provider information. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Coordinate project development queries, and related parliamentary/ ministerial enquiries. Analyse reports and make notes and/or recommendations with regard to projects implemented by the unit. Provide support to the component for supply chain management Coordinate evidence/ supporting documents for the unit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of project related items on the agenda of meetings chaired by the component head and ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationary, refreshments etc. for the component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the component. Advise relevant stakeholders on Departmental prescripts and policies regarding own KRAs.

ENQUIRIES : Ms R Leukes Tel No: (021) 467 2584

POST 01/200 : **HUMAN RESOURCES OFFICER: SERVICE BENEFITS REF NO: 179**
Directorate: Service Benefits

SALARY : R308 154 per annum (Level 07)

CENTRE : Cape Town

REQUIREMENTS : An appropriate National Diploma or Degree in Human Resources plus 3 years relevant experience in Human Resources or Senior Certificate with a minimum of at least 6 years relevant experience. Knowledge: Knowledge of relevant Education and Public Service Acts, Regulations; Policy documents; Public Finance Management Act; Education Law and Policy; Disciplinary Codes and Procedures; CORE & Compensation Management, Collective Agreements, SPMS and PERSAL. Skills: Interpersonal, Problem Solving and Organising skills; Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); MS Outlook and PERSAL. Communication skills in at least two official languages of the Western Cape Province.

DUTIES : Render line administrative support services. Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the office. Oversee and provide

effective guidance and advice on the flow of information and documents, to and from the component. Prepare documentation and verify responses and information received from internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the component and advise/ sensitise the office, e.g.: (i) Progress reports (ii) Monthly reports (iii) Management reports Assist with monitoring and evaluating the performance of the component on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the component. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Co-ordinate activities and maintain the relevant systems Update and maintain the systems for projects (Biz project and APAS). provide support to conduct basic research on providers and compile comprehensive documents (not linked to specific line function) for the component with regard to issues linked to provider information. Compile memoranda and reports on validity and relevance of data received from project stakeholders. Coordinate project development queries, and related parliamentary/ ministerial enquiries. Analyse reports and make notes and/or recommendations with regard to projects implemented by the unit. Provide support to the component for supply chain management Coordinate evidence/ supporting documents for the unit. Manage and maintain an effective filing system. Screen documents to determine actions/information/documents required for meetings. Collect and compile information on project with regard to issues that needs to be discussed at meetings. Render secretariat services: Arrange for the placement of project related items on the agenda of meetings chaired by the component head and ensure circulation of accompanying memoranda. Manage the procurement of standard items: like stationary, refreshments etc. for the component. In terms of the project-related activities, obtain the necessary signatures on documents e.g. procurement advice. Keep record of all procurement activities. Render advice and liaise w.r.t administrative matters. Study the relevant Public Services and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the component. Advise relevant stakeholders on Departmental prescripts and policies regarding own KRAs.

ENQUIRIES

: Ms D Pillay Tel No: (021) 467 2477

POST 01/201

: **ACCOUNTING CLERK: THREE POSTS REF NO: 185**

Directorate: Financial Accounting

**SALARY
CENTRE**

: R216 417 per annum (Level 05)

: Cape Town

REQUIREMENTS

: Grade 12 (or equivalent qualification) with Mathematics and/or Accounting as subjects passed. Minimum of 1 years' experience in Finance environment or as per key performance areas of the post. Valid (Code B/EB) driver's license. Recommendation: Post matric qualification with an accounting major (Financial Accounting, Taxation, Auditing or Management Accounting) will be an advantage. Willingness to work overtime when required. Knowledge: Knowledge of financial accounting processes and financial systems (BAS & LOGIS). Knowledge of modern systems of governance and administration. Knowledge of cashflow and budgets. Understanding of financial statements. Be a team player as well as work independently. Good accounting and analytical skills. An understanding of the Standard Chart of Accounts (SCOA). Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude. Planning and organizing skills. Knowledge of the Public Financial Management Act (PFMA). Knowledge of the National Treasury Instruction (NTI) and Provincial Treasury Regulation (PTR). Skills: Good numerical skills. Intermediate computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Good interpersonal skills. Basic problem-solving skills. Illustrate a positive attitude.

DUTIES

: Responsible for checking and capturing transactions on Financial Systems. Prepare and/or compile payments in preparation for processing of transactions on financial systems. Prepare manual payments and journals and verify and capture in a financial system. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the monthly and

quarterly reporting. Creation use and/or maintenance of databases (Excel and other formats). Filing and safekeeping of documentation in accordance with prescripts and assist with the disposal of obsolete records according to the National Archives Act, including the retrieval of documentation.

ENQUIRIES : Ms C Adendorff Tel No: (021) 467 2506

POST 01/202 : **HUMAN RESOURCE CLERK REF NO: 192 (X8 POSTS)**
Directorate: Directorate: Recruitment and Selection

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior Certificate. Skills: Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, Excel, PowerPoint); Electronic E-mail system.

DUTIES : The main objectives of this post (which are all related to Recruitment and Selection) are: Ensure the daily updating of databases. Assist with the secretariat function during selection interviews. Draft submission for the filling of posts. Ensure verification of all qualifications and regular updating of new information on the electronic system. Liaise with other directorates and departments on a regular basis. File management. Provide progress reports in respect of compliance. Perform logistical duties and arrangements relating to interviews and other support services, where applicable; general office administration duties, for example, photocopying, faxing, opening new files, delivery of sensitive documents etc.

ENQUIRIES : Ms ML Mocke Tel No: (021) 467 9278

POST 01/203 : **HUMAN RESOURCE CLERK: SERVICE BENEFITS REF NO: 163**
Directorate: Service Benefits

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior/Matric certificate. Skills: Interpersonal, Problem Solving and Organising skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).

DUTIES : Execute functions pertaining to: Conditions of service for Education and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties with regard to service benefits. Capturing the appointment of personnel on PERSAL. Render salary administration pertaining to the appointment process. General administrative duties.

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 01/204 : **REGISTRY CLERK: SERVICE BENEFITS REF NO: 172 (X2 POSTS)**
Directorate: Service Benefits

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Grade 1 2 (Senior Certificate) or equivalent (NQF4) with minimum 2 years relevant experience in registry environment. A valid driver's license. Knowledge: Knowledge and understanding of Registry procedures and filing systems. Knowledge of departmental structures and procedures. Knowledge of file tracking system. Knowledge and understanding of electronic document management systems (My Content). Promotion of Access to Information Act, 2000 (Act No. 2 of 2000). Promotion of Administrative Justice Act, 2000 (Act No. 30 of 2000). Knowledge and understanding of the Provincial Archives and Records Service of the Western Cape, 2005 (Act No 3 of 2005). Skills: Conceptual and formulation skills; Leadership skills; Team building and strong inter-personal skills; Communication skills in at least two official languages; Planning, organizing and people management skills; Computer literacy skills; Analytical skills; Conflict; Decision-making, Time management.

DUTIES : Manage and control the application of created files. Maintenance and tracking of borrowed and pending files. Opening, sorting and distribution of mail internally and externally. Responsible for the correct and neat filing of documentation. Assist the supervisor with the allocation of reference numbers in line with the approved filing system. Handle client enquiries telephonically and electronically. Requests and pending of files. Assist with the disposal of

records. Frank post, and update register daily. Assist to render electronic document management support (MyContent). Register new users, loading access one-on-one training to user of JTrack or an electronic document management system (MyContent).

ENQUIRIES : Ms D Pillay Tel No: (021) 467 2477

POST 01/205 : **HUMAN RESOURCE CLERK: WORK SKILLS PLAN (WSP) REF NO: 167**
Directorate: Strategic People Management

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior/Matric certificate with experience in a training and development environment. A valid driver's licence (Code B/EB) and language proficiency in at least two (2) of the three (3) official languages of the Western Cape. Knowledge: Constitution of the RSA; Public Service Act and Public Service Regulations; Employment Equity Act; Basic Conditions of Employment Act; Labour Relations Act and Public Finance Management Act; Human Resource Development Framework; Human Resource Development Strategy. Skills: Data analytics and research; co-ordination; excellent report, letter and submission writing, problem-solving and conflict management; planning and organising; project management; finance and procurement ability; excellent use of the MS Office package i.e. MS Excel, Word, PowerPoint, Outlook and Microsoft Teams.

DUTIES : The incumbent of the post is required to assist the HR practitioner with the following: Compiling the departmental Work Skills Plan (WSP), Annual Training Report, and Quarterly Monitoring Reports including all other provincial and national Human Resource Development (HRD) plans and reports. Gathering training needs to assist with the department's annual WSP. Implementation of relevant HRD strategies of the department/directorate, particularly the Management and Leadership Development strategy including reporting. Facilitation of the departmental skills audit. Procurement of training interventions for rollout via supply chain management and adhere to the PFMA, National Treasury Instructions/ regulations, and departmental prescripts. Organising of the Skills Development Committee meetings within the Department. Quarterly monitoring and reporting on all budgets relevant to the component including administering of all payments within the prescribed timeframes. Compile and manage the relevant databases of all programmes within the component.

ENQUIRIES : Ms NP Funani Tel No: (021) 467 2243

POST 01/206 : **ADMINISTRATION CLERK: DISTRICT CIRCUIT REF NO: 165**
District Office: Education District Office Metro South

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : Senior /Matric certificate. Knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, taking minutes, operates computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Skills: Computer skills, planning and organisation, good verbal and written communication skills. Languages.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

ENQUIRIES : Ms C Meyer-Williams Tel No: (021) 370 2000

POST 01/207 : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT REF NO: 168**
District Offices: Education District Office Metro East

SALARY : R216 417 per annum (Level 05)
CENTRE : Cape Town
REQUIREMENTS : National Senior/Matric Certificate plus 6 months clerical experience. Job Summary: To render a general administrative and clerical support service for people management at district level. Knowledge: Extensive knowledge of applicable policies and procedures. Public service procedures. Knowledge of

- people management processes. Skills: Co-operate with the stakeholders. Computer literate. Hardworking. Meet deadlines.
- DUTIES** : Assist with the implementation and administration of the Workplace Skills Plan (WSP) to the District Office. Render clerical support with the coordination and facilitation of the training and professional development plan to the District Office. Render clerical support with the administration of Staff Performance Management Systems at District Office.
- ENQUIRIES** : Ms C Meyer-Williams Tel No: (021) 370 2000
- POST 01/208** : **OPERATOR: REPROGRAPHIC SERVICES REF NO. 180 (X2 POSTS)**
Directorate: Examinations And Printing Administration
- SALARY** : R183 279 per annum (Level 04)
CENTRE : Cape Town
REQUIREMENTS : Grade 10 (or equivalent qualification) with a minimum of 1 - year relevant experience in a printing environment. Work after hours when required. Proficient in two languages of the Western Cape. Knowledge: Operating high volume equipment. Plastic sealing or wrapping devices and industrial shredder. Ability to perform routine tasks as required. Good communication skills. Skills: Computer literacy skills (Ms Word, MS Excel). Attention to detail and accuracy under pressure. Strong problem-solving skills.
- DUTIES** : Printing and Sealing of Printed Materials: Printing of Question Papers and ensure that question papers and addendums run in sequence. Operating the reprographic and sealing equipment in the Maitland print room. Random checking of the quality and finishing of question papers and all printing work according to specifications. Assist with inserts into documents. Shred all damaged and spoilt question papers. Printing and finishing of all other documents. Ensure secure storage of printed materials and consumables. Assist with hand-over of non- sensitive documents to clients. Keep the printing and sealing area clean and organised. Ensure adherence to security protocols within the print room environment
- ENQUIRIES** : Ms L Bredenkamp Tel No: (021) 467 2945

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 01/209** : **MEDICAL SPECIALIST GRADE 1 TO 3 OPHTHALMOLOGY**
(Chief Directorate: Rural Health Services)
- SALARY** : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Ophthalmology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Extensive experience in Ophthalmological surgery, particularly cataract and

trauma surgery. Experience in teaching and conducting research will be considered an advantage. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark Tel No: (044) 802-4504
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 are subjects to a practical. 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).

CLOSING DATE : 24 January 2025

POST 01/210 : **MEDICAL SPECIALIST GRADE 1 TO 3 (MEDICINE) (HUMAN GENETICS)**

SALARY : Grade 1: R1 271 901 per annum
 Grade 2: R1 451 214 per annum
 Grade 3: R1 680 780 per annum
 (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Geneticist. Registration with a Professional Council: Registration with the HPCSA as a Medical Geneticist. Experience: **Grade 1:** None after registration as Medical Geneticist 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 whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years relevant experience after registration with the HPCSA as a Medical Geneticist. A minimum of 6 years relevant experience after registration with the HPCSA as a Medical Geneticist 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 relevant experience after registration with the HPCSA as a Medical Geneticist in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Commuted overtime is compulsory. Competencies (knowledge/skills): Excellent ability to interpret

genetic diagnostic results. Excellent interpersonal skills, good communication analytical and problem-solving skills. Excellent knowledge and skills in the diagnosis, counselling and management of genetic and congenital disorders. Excellent record keeping skills and knowledge of database management and ability to interrogate commonly used bioinformatics platforms. Experience in teaching and supervision at undergraduate and postgraduate level.

DUTIES : Undertake clinically relevant and translational research. Contribute to policy and guideline development in medical genetics. Provide clinical insight into the interpretation of genetic results. Take responsibility for the day-to-day organisation of medical genetics clinics and data collection tools. Provide teaching and supervision to postgraduate students at Masters level. Take an active role in teaching and curriculum development in medical genetics for undergraduate Faculty of Health Sciences students. Provide appropriate outreach services. Provide clinical services to medical genetics patients of all ages and families in the Western Cape.

ENQUIRIES : Dr K Fieggen Tel No: (021) 404-6235
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 payments of the prescribed registration fees to the relevant council are submitted on or before interview. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE : 24 January 2025

POST 01/211 : **MEDICAL SPECIALIST: PSYCHIATRY (CHILD AND ADOLESCENT 10 BED UNIT) (4-MONTH CONTRACT) (6/8TH POST)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R953 925 per annum
Grade 2: R1 088 412 per annum
Grade 3: R1 260 585 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the province to meet service needs. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem Framework. Competencies (knowledge/skills): Experience in the clinical assessment and management of child and adolescent mental disorders. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff.

DUTIES : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment area and Ecosystem Framework. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research.

ENQUIRIES : Dr K Naidu Tel No: (021) 370-1178

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : 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 with their job application/on appointment. This concession is only applicable on health professionals whom 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). Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2024
- POST 01/212** : **MEDICAL OFFICER GRADE 1 TO 3**
Central Karoo District
- 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** : Laingsburg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized 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 recognized 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 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Accredited Continued Professional Development by the HPCSA. Valid Driver's licence. After-hours duties, including nights, weekends, and public holidays, are compulsory to ensure continuous and uninterrupted patient care. Willingness to travel and support other facilities in the district. Competencies (knowledge/skills): Demonstrate clinical leadership qualities, motivating and leading junior staff. Knowledge of patient rights and responsibilities as well as the PAWC Code of Conduct. Good writing skills to write and interpret complex reports. Advanced skills to examine, diagnose and treat patients and carry out appropriate procedures. Must be able to manage a wide range of medical emergencies, paediatric emergencies, general, trauma-medicine and obstetrics. Knowledge to manage social-, emotional- and psychological needs of patients and family. Knowledge of costs to ensure cost-effective quality service. Computer literacy (MS Word, Excel and PowerPoint). Will be required to work on HECTIS, SPV, ECCR, iPlan, ECM programs. Ability to work independently and in a multi-disciplinary team. Independent and effective decision making.
- DUTIES** : Primary duties include providing primary and emergency medical care for acute and chronic conditions and ensuring prompt and effective management and referral of various health issues encountered at Beaufort West hospital, Local clinics, and satellite clinics. The role involves conducting detailed examinations to accurately diagnose and manage a wide range of health conditions, alongside prescribing and administering appropriate treatments, medications,

and therapies. The medical officer will provide clinical supervision and training to junior doctors, including undergraduate students and community service doctors, enhancing their professional development and adherence to clinical standards. The role is pivotal in promoting health and preventing disease through patient and community education. Administrative responsibilities include compliance with record-keeping practices, completion of mental health care user documents, participating in morbidity and mortality meetings, reviewing patient safety incidents, and ensuring timely completion of medico-legal documentation, including death certificates. The medical officer will also implement and monitor compliance with IDEAL hospital standards to promote clinical governance and high-quality healthcare services. The duties will involve active participation in multidisciplinary team meetings to enhance patient management and care integration across various health disciplines. Evidence-based practices in clinical care will be promoted and applied to improve patient outcomes. Ethical behaviour, professional development, and support to clinical manager.

- ENQUIRIES** : Dr A Van Rooy 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. 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). The pool of applicants will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/213** : **REGISTRAR (MEDICAL) (PUBLIC HEALTH MEDICINE) (X1 POST)**
Directorate: Health Intelligence
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town (X1 Post)
University of Cape Town (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Each registrar will be expected to rotate through various institutions in the Western cape, including a rotation through the Health Futures South Africa project. Willingness to registrar must register for the MMED in Public Health Medicine at the higher education institution that the post is allocated to. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.
- DUTIES** : Public Health medical service provision in the public sector health services. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific for Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.
- ENQUIRIES** : Ms L Shand Tel No: (021) 483-2639 or lesley.shand@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, 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. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.
- CLOSING DATE** : 24 January 2024
- POST 01/214** : **REGISTRAR (MEDICAL) (OCCUPATIONAL MEDICINE)**
Directorate: Assurance
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. 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 leadership, interpersonal and organisation skills. Good communication, including report writing and presentation skills. Computer skills with working knowledge of MS Office. Ability to function independently and work under pressure. Ability to critically read, summarise, and communicate contents of technical and scientific nature. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of medical community service. A postgraduate diploma in Occupational Health, or equivalent.
- DUTIES** : Provide technical support to the Western Cape Government Health and Wellness (WCGHW) in occupational health risks assessments and risk management in public health facilities in the Western Cape. Contribute to the development of a framework for occupational health services for WCGHW staff. Provide technical Occupational Health and Safety (OHS) advisory support to WCGHW. Practice clinical medicine in the field of occupational medicine and related disciplines. Develop staff and student literacy and expertise in Occupational Health and Safety and provide student supervision in Public Health research methods. Conduct research relevant to Occupational Health.
- ENQUIRIES** : Mr N Mavela at (073) 875-8343
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

- NOTE** : Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Strong recommendation for vaccination against Hepatitis B. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason, the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.
- CLOSING DATE** : 24 January 2024
- POST 01/215** : **PSYCHOLOGIST GRADE 1 TO 3**
Cape Winelands Health District
- SALARY** : Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : TC Newman CDC
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification (Master's degree) that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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 (Code B/EB) driver's licence and be prepared to travel. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Strong therapeutic skills. Proven presentation skills. Experience working in a multi-disciplinary team approach.
- DUTIES** : Deliver a comprehensive clinical psychology service to various clinics in the Drakenstein Sub District with regard to assessment, diagnosing and treatment (with children, adolescents and adults). Apply knowledge of intervention skills such as behaviour modification, psychodynamic therapies, family therapy, CBT, group therapy, etc. in a primary health care setting. Provide mentor supervision and training of HAST counsellors. Conduct training and workshops on mental health aspects. Develop and implement projects that focus on awareness and promotion of mental health in the community. Understand and uphold the principles and ethics of a Therapeutic Milieu.
- ENQUIRIES** : Ms. Sonia Raynardt or Dr Rushaan Gaffoor Tel No: (021) 877- 6400

- 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. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/216** : **PHARMACIST GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Kwanokuthula CDC, Knysna/ Bitou Subdistrict
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist 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. **Grade 2:** A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years relevant experience after registration as pharmacist 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. **Grade 3:** A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist 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: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Knowledge, insight and previous similar experience in a Departmental Hospital or Primary Health Care Setting. Proficient in the use of MS Office applications (including Excel, Word, PowerPoint, Outlook and Teams, to be specified in application/CV) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists and Treatment Guidelines. Ability to work in a team environment including duties of after hour call rotation. Good communication and interpersonal skills. Experience in working as a member of a multidisciplinary team.
- DUTIES** : Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care for patients. Promotion of rational drug use. Maintaining and improving an effective acute and chronic prescription medicine supply system to remote rural facilities. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Hospital and OHSC. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the hospital setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, rational medicine use prescription reviews and adverse drug reaction reporting. Effective Dispensing, compounding, and mixing of pharmaceuticals in line with statutory requirements. Placing of orders with suppliers and ensuring efficient stock levels and stock control at the hospital and primary health care facilities. Ensuring cold chain is maintained. Record keeping for statistical feedback, support supervisor to keep statistical records and processing it monthly. Ensure that all operations adhere to pharmacy act.
- ENQUIRIES** : Ms G. Turner Tel No: (044) 302-8498
- 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 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). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 24 January 2025

POST 01/217 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
(West Coast District)

SALARY : R715 977 per annum
CENTRE : Malmesbury CDC, Swartland Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to attend community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES : Leadership, internal and external governance for Comprehensive Services at Malmesbury CDC as well as the surrounding smaller clinics in the Swartland Sub-District to achieve strategic goals and objectives. Oversight and support to Operational Managers and Clinical Coordinators using information systems and data to enhance service delivery and priority programmes. Provide support to the Operational Managers and Clinical Coordinators for planning, implementation, co-ordination and supervision of the full package of care in the Swartland Sub-District. Ensure good clinical governance to enhance quality in conjunction with the primary health care manager. Strengthening of facility based and community-based services through implementation of COPC. Provide support to the operational manager with the overall management (PM, FM, SCM, Facilities Management, Infrastructure, Health strategy and support) of Malmesbury CDC and the smaller clinics in the geographical area. Personnel development i.e. assessing in-service training needs and planning for health facility.

ENQUIRIES : Mr Reuben Christoffels Tel No: (022) 482-2729
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 : 24 January 2025

POST 01/218 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Central Karoo District

SALARY : R656 964 per annum
CENTRE : Laingsburg CC Primary Health Care Facility
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with 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 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 after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirements 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 regarding 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 APPLICATIONS : Mr GG. Samuels Tel No: (023) 814-2015
: 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. The pool of applicants will be considered for other Operational Manager Nursing posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE : 24 January 2025

POST 01/219 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District

SALARY CENTRE : R656 964 per annum
: Dalvale Clinic, X1 Post
: Gouda Clinic X1 Post Drakenstein Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).

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 regards to data collection, verification, report writing and submission of data, Human Resources (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 including Facility Committees and Community Participation. Effective communication on all levels of service delivery. Improve quality of services.

ENQUIRIES APPLICATIONS : Ms. S Theron Tel No: (021) 862-4520
: 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 : 24 January 2025

POST 01/220 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R656 964 per annum

CENTRE : Dr Abdurahman Community Day Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with a duration of at least one year in Curative Skills in Primary Health Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience 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 after obtaining the one-year post basic qualification in Curative skills in Primary Health Care (R48). Inherent requirement of the job: A valid driver's licence (Code B/EB). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

DUTIES : Manage, control and act in facet of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement as well as collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES : Ms L Hlomela Tel No: (021) 638-3319

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 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 similar 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.

CLOSING DATE : 24 January 2025

POST 01/221 : **THERAPEUTIC AND MEDICAL SUPPORT PROGRAMME CO-ORDINATOR: GRADE 1 (RADIOGRAPHIC PACS/RIS)**
Chief Directorate: Metro Health Services

SALARY : R545 262 per annum

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to perform on call duties. Competencies (knowledge/skills): Experience in Picture Archiving communication system/Radiology Information System. Experience in Information Technology and medico legal risks. Detailed knowledge of Medical Imaging procedures and

equipment. Knowledge of PACS/RIS Systems, solutions and applicable International standards (DICOM, IHE, HL7). Knowledge of medico legal risks, CR and Digital imaging modalities and medical imaging workflow. Ability to conduct and facilitate training. Knowledge of Telemedicine systems and workflow. Good communication skills, people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.

DUTIES : Manage and support all technical aspects of PACS/RIS and teach and train all categories of staff. Monitor the effective and efficient functioning of PACS/RIS within the Radiology department, end users in the rest of the hospital and peripheral sites. Assist with input to the Departmental strategic and financial aspects of PACS/RIS. Deliver an efficient and effective support service to the Provincial E Health Clinical Systems: PACS/RIS programme co-ordinator and other digital Radiographic departments within your geographical area with regards to PACS/RIS services. Manage and support the project when implementing the PACS/RIS solution or any upgrades and change to the solution. Manage accessibility of images and reports at all the Peripheral sites, the Teleradiology/Telemedicine services and compile statistical information. To assist and support the ASD Radiographer at NSH in managing the radiology department. Support the HIS integration to PACS RIS & VNA.

ENQUIRIES : Ms W.Omar Tel No: (021) 402-6246
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. The pool of applicants will be considered for similar vacant 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.

CLOSING DATE : 24 January 2025

POST 01/222 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (PSYCHIATRY AND PAEDIATRIC/NEONATAL WARDS) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R520 560 per annum
CENTRE : Eerste River 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 (SANC) as Professional Nurse. Registration with a professional council: Current valid registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills and maintain constructive relationships with members of the multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.

DUTIES : Supervise, support, guide, and lead staff to render quality care in the nursing department. Manage and monitor proper utilization of human, financial and physical resources. Participate in the formulation, monitoring and implementation of policies, guidelines, practices, standards operating procedures, programmes and regulations pertaining to Nursing Care. Maintain constructive working relationship with nursing personnel and other stake holders and initiate and participate in training and development of staff and provision of support to Nursing Services.

ENQUIRIES : Mrs MM Lumphondo Tel No: (021) 902-8010/57
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. The pool of applicants will be considered for other vacant 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.

CLOSING DATE : 24 January 2025

- POST 01/223** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Garden Route District
- SALARY** : R520 560 per annum
- CENTRE** : Alan Blyth Hospital, Ladismith, Oudtshoorn and Kannaland Sub-districts
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work overtime, shifts, night duty and weekends as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Ability to function independently as well as part of a multi-disciplinary team. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Effective interpersonal, leadership, decision making and conflict resolution skills.
- DUTIES** : Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a Hospital setting. Participative management and utilization of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
- ENQUIRIES** : Ms A Laubscher Tel No: (028) 551-1010
- 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 may be subjected to a competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/224** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Cape Winelands Health District
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Worcester CDC, Breede Valley Sub-district
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing and Midwife. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing and Midwife At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification as mentioned above. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).
- DUTIES** : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records,

statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. C van Staden Tel No: (023) 348-1316
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/225 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District

SALARY : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum

CENTRE : Saron Clinic, Drakenstein Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).

DUTIES : Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms. J Bosch Tel No: (021) 862-4520
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub-district for a period of 3 months from date of advert

- CLOSING DATE** : 24 January 2025
- POST 01/226** : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Du Noon CHC (X1 Post)
Lady Michaelis CDC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as 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/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Communication skills (written and verbal) Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Assist with the management and provision of clinical comprehensive PHC service to surrounding communities. Plan and implement Health Promotion and Prevention activities in facility and community. Liaise with relevant role players in facility, community structures and NPO's. Information Management and timeous submission of reports. Assist with the training and supervision of staff. Assist with management of human resources.
- ENQUIRIES** : Dr A Razack Tel No: (021) 200 4500 (Du Noon CHC) Ms L Van Wyk Tel No: (021) 797 8171 (Lady Michaelis CDC)
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/227** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum
Grade 2: R553 545 (PN-B2) 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. Post-basic nursing qualification with duration of at least 1 year, accredited with the

SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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 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 period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other departments. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Good communication skills (verbal and written).

DUTIES : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

ENQUIRIES : Ms T Ndungane Tel No: (021) 404 6366
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 24 January 2025

POST 01/228 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
 West Coast District

SALARY : Grade 1: R451 533 (PN-B1) per annum
 Grade 2: R553 545 (PN-B2) per annum

CENTRE : Swartland Hospital, Swartland Sub-District
REQUIREMENTS : 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. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and registration with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team.

DUTIES : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9204
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the

necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Trauma and Emergency or Medical and Surgical Science in Critical Care Nursing: General with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Swartland Hospital for a period of 3 months from date of advert.

- CLOSING DATE** : 24 January 2025
- POST 01/229** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT**
- SALARY** : R444 036 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: An appropriate three-year tertiary National Diploma or Degree. Experience: Appropriate experience and proven track record in all major aspects of supply chain asset management. Appropriate experience in managing government moveable assets. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Working knowledge of government asset management practices, policies and procedures, Public Finance Management Act, Treasury Regulations and guidelines. Ability to work under pressure and handle matters of a confidential nature. Sound problem solving skills, written communication skills, presentation skills and advanced computer literacy, report writing and project management skills. Knowledge of hospital medical equipment and furniture. Proven leadership skills.
- DUTIES** : Real time capturing of acquisitions, transfers, re-evaluations, disposals, barcoding and movement of assets on the institutional asset register. Provide leadership and manage the moveable asset management component of the institution. Manage the major and minor annual asset planning and verification process. Compile monthly financial reports / statements, reconciliations and reports on assets and shortages. Manage the performance, training and development of staff and attend to all HR matters. Interact and liaise with internal partners to ensure effective asset management. Responsible for maintaining a positive culture within the SCM section which includes change management initiatives, innovation, conflict resolution and mitigating risks that could negatively affect the organisational culture.
- ENQUIRIES** : Mr C Frank Tel No: (021) 404 3248
- 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** : 24 January 2025
- POST 01/230** : **ASSISTANT DIRECTOR: CLINICAL CODING COMPLIANCE AND IMPROVEMENT**
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R444 036 per annum
- CENTRE** : Directorate: Diagnosis Related Groups (DRG)
- REQUIREMENTS** : Minimum educational requirements: A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate supervisory experience. Appropriate experience level of clinical coding, experience in auditing of at least three years in diagnostic and procedural coding in South Africa. Inherent requirements of the job: Valid driver's license. Willingness to travel on a regular basis within the Western Cape Department of Health. Computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook). Competencies (knowledge/skills): Knowledge and broad clinical background in general nursing, anatomy, physiology, medical terminology, and pharmacology. Ability to interpret and apply financial policies, procedures, and prescripts. Ability to work independently and within a team and able to liaise at a high level. Excellent conflict management, interpersonal, change management and leadership skills. Knowledge and experience of human resource management, especially

labour relations, performance management, staff development and disciplinary procedures. Relevant knowledge of or experience in providing training will be advantageous.

DUTIES : Effective and efficient assessment and analysis of related clinical information for accurate and comprehensive DRG coding. Provide supervision and guidance with regards to Diagnostic Related groups to ensure all audited data are allocated to the DRG utilising the DRG encoder and the required analysis is performed. Perform a compliance and improvement service for the WCG Health and Wellness to ensure Clinical Coding WHO Rules, Conventions and SA Coding Standards compliance. Develop Compliance and improvement assessment tools in respect of Clinical Coding prescripts. Establish and plan the assessment of institutions and conduct assessments. Accurate record keeping and accurate and timeous distribution of compliance and improvement reports. Effective and efficient supervision, planning and co-ordination of staff and activities in the component. Support the manager as a provincial advisory resource with regards to Diagnosis Related Groups (DRGs). Manage/participate in strategic relationships, interactions, and transactions with internal and external stakeholders with regards to Clinical Coding and Diagnosis Related Groups (DRGs).

ENQUIRIES : Ms T Augustyn; email: Tamaryn-Jade.Augustyn@westerncape.gov.za; Tel No: (021) 826-5743.

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 competency test

CLOSING DATE : 24 January 2025

POST 01/231 : **ADVISORY OFFICER: HRM (PEOPLE MANAGEMENT COMPLIANCE AND TRAINING)**
Directorate: People Strategy

SALARY CENTRE : R444 036 per annum
Head Office, Cape Town (This post is currently based on the premises of Karl Bremer Hospital - Bellville Health Park Building)

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and practices. Appropriate Supervisory experience. Inherent requirements of the job: Valid Code 8 (B, EB) driver's licence (certified copy). Willingness to travel and work away from home on a regular basis. Competencies (knowledge/skills): Good verbal skills, written communication skills and Presentation skills to ensure effective presentation of policies as well as report writing. Extensive knowledge and sound practical experience of the PERSAL system. Analytical skills and the ability to interpret policies and impart that knowledge to staff. Sound practical computer skills in MS Office package: (Word, Excel, Power Point, etc), Outlook, MS Teams. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.

DUTIES : Perform PM compliance investigations at health facilities in the Western Cape in terms of the correct application of Human Resource Legislation, policies, practices and conditions of service. Analysing and interpreting of policies. Give guidance/advice to PM offices and Line managers as well as managing a team during HR investigations. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training with regard to the correct application of Human Resource Legislation, policies, practices and conditions of service. Compile and maintain PM Procedure Manuals according to changes in policy and procedures. Perform a client services function e.g. PM Helpdesk and Pension Helpdesk with regard to Conditions of Service. Provide efficient support to manager during HRM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.

ENQUIRIES : Ms C Schwartz Tel No: (021) 815-8783

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

NOTE : Candidates may be subjected to a practical test and a presentation. No payment of any kind is required when applying for this post.

CLOSING DATE : 24 January 2025

<u>POST 01/232</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 pe annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: Grade 1: None after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiation Oncology (Therapy) Radiographer 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: Do an afterhours on call service as rostered. Work late when deemed necessary to fulfil operational requirements. Competencies (knowledge/skills): Good communication skills (verbal and written), Good interpersonal skills. Good computer skills especially with Ms Excel, MS PowerPoint, MS Word and Aria Management System. Knowledgeable of radiotherapy protocols and standard operating procedures.
<u>DUTIES</u>	:	Perform and assist with co-ordination of treatment or planning or CT simulations or Quality Assurance and -related radiotherapy activities with RTTs, Community Service and student RTTs to ensure effective patient throughout. Safe handling of patients and assist in patient positioning and immobilization. Accustomed with linear accelerators, orthovoltage treatments, Aria and Eclipse planning systems. Ensure patients are accurately treated and/or planned, according to Clinicians' instructions and give administrative and information support to the Chief. Quality Assurance of treatment or planning of patients, ensuring optimal work is executed. Administer appropriate patient care and perform quality assurance procedures on the treatment floor or planning. Participate in continuing professional development and assist with in-service training of Radiation Therapists, students and other visiting staff. Assist medical physicists in the quality control of equipment. Monitor and keep stock of consumables and assets within the section. Liaise with staff of all levels within, and occasionally outside, the Division on issues pertaining to the assigned patients. Involvement in CPD activities and departmental lectures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Jaftha Tel No: (021) 404 4292 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 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>	:	24 January 2025
<u>POST 01/233</u>	:	<u>DIETICIAN GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum

		Grade 2: R439 755 per annum
		Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: Grade 1: None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician 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 20 years' relevant experience after registration with the HPCSA as Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician 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: Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to clinical Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination.
<u>DUTIES</u>	:	Clinical nutrition management of in and out-patients in assigned area. Development of patient education materials. Development and updating of clinical nutrition protocols. Participate in in-service training and mentoring of all categories of personnel and students on nutrition related topics. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A du Toit Tel No: (021) 404-4471
	:	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. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/234</u>	:	<u>OCCUPATIONAL THERAPIST: GRADE 1 TO 3</u> (Chief Directorate: Metro District Health Services)
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<u>CENTRE REQUIREMENTS</u>	:	Metro TB Complex
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist 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 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational

Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of PSR model, mental health, Substance use and TB. Computer literate.

DUTIES : Assessment and treatment of patient referred for Occupational therapy. Management of physical and human resources. Management of administrative duties for the Occupational therapy department and patient specific activities. Ensure continued professional development by keeping abreast with the latest developments in the field. Support to HOD.

ENQUIRIES : Mrs S Abrahams Tel No: (021) 508 8305
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 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 Occupational therapy posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/235 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
Garden Route District

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum
Grade 3: R514 785 per annum
(plus, A rural allowance of 12% of annual basic salary)

CENTRE : Kannaland Sub District (Stationed at Alan Blyth Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer 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 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive. Willingness to work weekends as required, as well as to participate in a 24- hour service delivery while being on call and travel to outreach facility if necessary. Willingness to manage the general Diagnostic workflow. Competencies (knowledge/skills): Appropriate experience in all general diagnostic imaging of patients and/or computed tomography. Knowledge of PACS (Picture Archiving and Communication System), as well as conventional radiography. Physically able to perform the duties required, including pushing patients in wheelchairs to and from the X-ray waiting room. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. Computer literacy and administration skills.

DUTIES : Complete clinicom, stats and all PACS and RIS activities. Optimal use, care of equipment and Quality Assurance. Assist with the training of new radiographer and students and participate in all self-development programs. Responsible for the smooth running of the diagnostic imaging department and professional service to patients. General care, radiation protection and safety of patients. Responsible for radiographic and computed radiography processing equipment. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

ENQUIRIES : Dr L Poggenpoel Tel No: (028) 551-1010
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 as Diagnostic Radiographer with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within Oudtshoorn and Kannaland Districts for a period of 3 months from date of advert."

CLOSING DATE : 24 January 2025

POST 01/236 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

SALARY : R376 413 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualifications: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Knowledge of the RAF/COID claims process. Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).

DUTIES : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, RAF submissions; UPFS assignment and the management of PMB conditions. Audit RAF claims to check compliance in preparation of claims for submission to the RAF. Audit COID claims to check compliance in preparation for submission to the Compensation Fund. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

ENQUIRIES : Ms L Ismail at (072) 601-6586
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. This post will not be linked to any of the Occupational Specific Dispensations.

CLOSING DATE : 24 January 2025

- POST 01/237** : **SENIOR ADMINISTRATIVE OFFICER: REVENUE (INCOME)**
Chief Directorate: Metro Health Services
- SALARY** : R376 413 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate patient fees/revenue experience in a health environment. Appropriate Clinicom experience. Appropriate Accounts Receivable (AR) experience. Appropriate BAS experience. Appropriate supervisory experience. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Computer skills in MS Office. Appropriate knowledge of revenue, debtor accounts and banking, cash management, understanding Hospital Fees, Policies and Procedures, Medical Scheme Act 131 of 1998, Handling of State Money, PFMA of 1999, hospital information systems (e.g. Clinicom, AR, JAC, BI etc). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
- DUTIES** : Responsible to manage fees/revenue and cashier components. Responsible to manage outpatient reception and medical records sections. Responsible for the monitoring and controlling debtor accounts, medical aid schemes, debtor instalment, debt collection and handling of provincial government moneys. Implement and/evaluate workflow in line with policies, protocols and procedures. Adhere to weekly/monthly reporting. Patient liaison management (manage requests for medical reports, receiving payments timeously, facilitating requests between the hospital and the requestors).
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/238** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
West Coast District
- SALARY** : R376 413 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management & Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) drivers' licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
- DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
- ENQUIRIES** : Mr Riaan van Staden Tel No: (022) 487-9208
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** : 24 January 2025
- POST 01/239** : **SENIOR ADMINISTRATIVE OFFICER: HRM (COMPLIANCE) (ADVISORY SERVICES) (X2 POSTS)**
Directorate: People Strategy
- SALARY CENTRE** : R376 413 per annum
: Sub- Directorate: People Management Compliance and Training (Head Office, Cape Town)
(Based on the premises of Karl Bremer Hospital – Bellville Health Park Building) (X1 Post)
Garden Route: George (on the premises of George District Office) (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriated experience and in-depth knowledge in the field of Human Resource Management in the Public Service with the emphasis on all aspects of personnel administration and Auditor General enquiries and audits. Inherent requirement of the job: Valid Code 8 (B, EB) driver's license (certified copy). Willingness to work away from home on a regular basis. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing, and audits skills. Practical computer skills in MS Word, Excel, Power Point and the PERSAL system. Sound knowledge of the Public Service Act, Public Service Regulations, and Collective Agreements regarding the above mentioned.
- DUTIES** : Perform relief function at Health facilities in the absence of People Management Staff. Assist People Management with identified People Management functions: backlogs, OSD grade progressions, service terminations, etc. Ensure rectifications of Auditor-General Reports, Internal Auditors reports as well as People Strategy Advisory Compliance reports, regarding People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Identify training needs, implement programs for training of staff as well as conduct and facilitate formal functional training regarding the correct application of People Management Legislation, policies, practices and conditions of service. Informal training of newly appointed employees (Administration Clerks, Administrative Officers, Senior Administrative Officers) in all aspects of People Management. Sample testing of People Management practices and process on Audit Action Plan to verify correct reporting. Perform client services function e.g. helpdesk regarding Conditions of Service. Provide efficient support to manager during PM Risk Management Analyses, Ad Hoc investigations, inputs towards policies, etc. applicable to Conditions of Service.
- ENQUIRIES APPLICATIONS** : Mr BS Samuels Tel No: (021) 815-8763
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates must indicate their institution of preference where they wish to be placed. Candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 24 January 2025
- POST 01/240** : **PRINCIPAL PERSONNEL OFFICER: EMPLOYEE SOURCING**
Chief Directorate: Metro Health Services
- SALARY CENTRE** : R308 154 per annum
: Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (PERSAL, MS Word and Excel). Knowledge of Departmental Recruitment and Selection policy. Attention to detail.
- DUTIES** : Supervise the advertisement of posts, recruitment and selection process, verification and criminal record checks. Administer an establishment control function and confirm post details. Perform secretarial duties before, during and after interviewing processes. Administer the drafting of motivations and contracts. Apply knowledge of human resource policies, procedures and directives with regard to the recruitment and selection process. Maintain and update database. Support to the manager with administration of the Budget

- and Supply Chain (processing of claims, procurement of standard items, management of petty cash.
- ENQUIRIES** : Mr C Louw Tel No: (021) 370-5052
- 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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
- CLOSING DATE** : 24 January 2025
- POST 01/241** : **INDUSTRIAL TECHNICIAN GENERAL (CLINICAL ENGINEERING: IMAGING WORKSHOP)**
Directorate: Clinical Engineering, Goodwood (Imaging Section)
- SALARY** : R308 154 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualifications: National Diploma in Electrical (Light Current) Engineering (T; S or N stream) or Mechatronics or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification on electrical equipment. Appropriate experience in the repairs on the following equipment would be preferred: Medical X-Ray and Ultrasound. Inherent requirement of the job: Valid driver's license (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do faultfinding on equipment. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
- DUTIES** : To carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Imaging) equipment. Give training to End-user on Imaging equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and Health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaise with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines. Advanced knowledge of managing, planning and organizing maintenance schedules.
- ENQUIRIES** : Mr JFC Liebenberg Tel No: (021) 590-5016
- 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 competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
- CLOSING DATE** : 24 January 2025
- POST 01/242** : **PERSONAL ASSISTANT**
Directorate: Management Accounting
- SALARY** : R308 154 per annum
- CENTRE** : Head Office, Cape Town (Bellville Health Park, Bellville)
- REQUIREMENTS** : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirements of the job: Willingness to travel. Willingness to work after hours.

Valid (Code B/EB) driver's license. Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyse numbers and read reports. Competencies (knowledge/skills): Secretarial & Office Management or Administration competencies. Document and spreadsheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative organisational skills.

DUTIES : Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing up PowerPoint presentations, etc). Provide diary management and meeting support to the manager (arrange meetings & travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the manager (collate/compile reports, manage leave registers, co-ordinate training, etc). Provide finance & supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash). Support the manager with the administration of the budget for the Directorate.

ENQUIRIES APPLICATIONS : Ms D Mogane Tel No: (021) 815-8786
: 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. The person appointed to this position will be subjected to security clearance and the signing of a performance agreement and an employment contract. No payment of any kind is required when applying for this post. A competency test will form part of the interview process.

CLOSING DATE : 24 January 2025

POST 01/243 : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R308 154 per annum
: Klipfontein and Mitchells Plain Sub-structure Office
: Minimum educational qualification: Senior Certificate (or equivalent) certificate. Experience: Appropriate experience in Information Management especially in public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, PHCIS, Ideal clinic). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced computer literacy, MS Office Package, Infographics and Excel. Sound knowledge of applicable IM policies. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Proven ability to work independently in high-pressured environment. Knowledge of the IM Health Systems. Good interpersonal and time management skills.

DUTIES : Data Collection, Collation, Capturing and Reporting. Deliver timeous reports and IM deadlines for Klipfontein & Mitchells Plain SS and Metro Health Services. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate and Health Facilities. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Klipfontein and Mitchells Plain geographic area and Metro Health District. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Information management functions.

ENQUIRIES APPLICATIONS : Ms L Jaars Tel No: (021) 370-5123
: 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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Admin Officer: Information officer posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

<u>POST 01/244</u>	:	<u>PERSONAL ASSISTANT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Directorate: Medicine Management, Laboratory and Blood Services Support
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Experience: Appropriate experience in rendering secretarial/administrative support services to management. Inherent requirement of the job: Valid Driver's licence. Willingness to travel. Computer literate in MS office, i.e MS Office, Advanced Excell, Outlook and Power point. Competencies (knowledge/skills): Good telephone etiquette. Sound organisational skills. Good people skills. Written communication skills. High level of reliability. Ability to multi-task. Ability to act with tact and discretion. Information gathering and analysis of information. Self-management and motivation. Basic knowledge Office management and financial administration. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic knowledge of financial administration. Basic Knowledge of AI tools for administrative work.
<u>DUTIES</u>	:	Provide a secretarial/receptionist support service to the Director. Renders administrative support services. Provides support to the Manager regarding meetings. Supports the Manager with the administration of the Manager's compliance requirements of audits, staff reporting to her etc. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms K Lowenherz Tel No: (021) 483-4293
<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 will be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/245</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (TRANSPORT AND MAINTENANCE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services, Bellville Health Park
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the procedures and prescripts in Government Transport. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Human Resource Management, Labour legislation and sound knowledge of Transport Circular 4 of 2020 and Government Motor Transport Handbook. Good interpersonal communication skills, organisational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Coordinate and supervise the operations and administrative service of the Transport Section Perform general supervision and development of Support Services personnel Ensure that vehicles are maintained (roadworthy, clean, regularly serviced and inspected). Provide a support function to the Supervisor with regard to prevention and misuse of Government Motor Transport and fraud investigations. Analysing of tracking reports to identify, confirm and report possible fraud and misuse cases. Compiling and submitting monthly reports for GG-vehicles and Verifying GG-leases for Metro institutions Perform adhoc duties and rendering support to colleagues within the Component Ensure effective and efficient administrative support: Client Management and telephone. Analysing reports on (at least) a monthly basis to identify, confirm and report any cases of possible fraud and misuse Assist with the procurement of goods and services.
<u>ENQUIRIES</u>	:	Ms C Whitting Tel No: (021) 815-8733
<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 will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025

<u>POST 01/246</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Orchard Clinic, Breede Valley Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e., annual licencing receipt of 2024. 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. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C van Staden Tel No: (023) 348-1316 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 change in registration status). The pool of applicants will be considered for similar vacant posts within the Breede Valley Sub District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/247</u>	:	<u>PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 TO 3 (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Alexandra Hospital 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. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years recognisable experience in nursing

- after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy: MS Office, MS Outlook. Good Communication Skills. Report Writing. Appropriate experience in nursing treatment and care to patients in a Mental Health.
- DUTIES** : Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.
- ENQUIRIES** : Ms JE Isaacs Tel No: (021) 503-5000, ext. 5156
- 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 written/practical and oral assessment. "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)". The pool of applicants will be considered for other vacant Professional Nurse: General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/248** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum
- CENTRE** : Vanguard 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. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade1:** None. **Grade 2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (code B/EB) driver's licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Knowledge of Chronic Conditions, Women/Child health services, nurse related surgical competencies/Practices and Health Programme Policies. Specific knowledge and competency in Male Medical Circumcision would be advantageous. Good interpersonal, collaborative, leadership and communication skills. Solid data management, analysis and interpretation abilities. Computer literacy (MS Word, Excel and PowerPoint) and good report writing skills. Good planning, organisational, project management and training skills. Appropriate experience in VMMC/HIV/AIDS/STI/TB.
- DUTIES** : Provide clinical services for HIV/AIDS, STI, TB, and VMMC programs within the Southern Western Sub-structure area. Support the implementation of services related to VMMC, HIV, STI, TB, as well as Youth, Men's Health, Wellness, and Women/Child Health programs. Establish linkages with integrated chronic disease management. Contribute to strengthening both internal and external components of the District Health System, focusing on community-oriented primary care through the implementation of relevant policies and strategies. -Monitor and evaluate program goals, targets, and performance, ensuring accurate data collection, validation, and interpretation. Oversee the implementation of quality improvement and assurance initiatives. Participate in training programs in collaboration with the training division.
- ENQUIRIES** : Ms J Mclaughlin Tel No: (021) 202-0924

<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 with their job application/on appointment. 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". The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS 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>	:	24 January 2025
<u>POST 01/249</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MALE WARD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	:	Knysna Hospital, Knysna Bitou Sub District 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 after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics) Maintain constructive working relationships with nursing and other stakeholders Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms CG Wagener Tel No: (044) 302-8400 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 change in registration status). The pool of applicants will be considered for similar vacant posts within Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	24 January 2025

POST 01/250 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: SURGERY)**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : George Regional Hospital
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 the South African Nursing Council (SANC) as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.

ENQUIRIES APPLICATIONS : Ms. LA Campbell Tel No: (044) 802-4371 / 4537
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 may be subject to a practical. 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). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert."

CLOSING DATE : 24 January 2025

POST 01/251 : **LAUNDRY MANAGER (LENTEGEUR LAUNDRY)**
Directorate: Facility Management

SALARY : R255 450 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior certificate. Experience: Appropriate experience in managing an industrial laundry or a large processing plant. Inherent requirement of the job: Valid Driver's licence.

DUTIES : Ensure that health institutions receive an adequate and regular supply of clean disinfected linen. Monitor client satisfaction via quarterly survey. Maintain and auditing Linen stock levels. Assist with procurement processes. Co-ordinate and monitor functions pertaining to HR practices (Leave Management, Disciplinary and Grievance Procedures and staff motivation). Assist to ensure cost effective in-house laundry service and expenditure control. Ensure that administrative prescripts are complied with. Overall control, co-ordination and

organisation of a production line in a Central Laundry. Provide training for subordinates. Strict adherence to labour Relations and Occupational Health and Safety Act.

ENQUIRIES : Mr A Jantjies Tel No: (021) 918-1702
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 the post.
CLOSING DATE : 24 January 2025

POST 01/252 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH POST)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R235 329 per annum
Grade 2: R274 848 per annum
Grade 3: R321 741 per annum

CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist 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 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist 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: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients with neurological deficits. Ability to be flexible and innovative in response to differing client needs and work within the MDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOH ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with disabilities as an Occupational Therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES : Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.

ENQUIRIES : Ms. C van Genderen Tel No: (021) 370-2441
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 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 similar 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.

- CLOSING DATE** : 24 January 2025
- POST 01/253** : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING) (MAINTENANCE AND CLINICAL ENGINEER)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum
- CENTRE REQUIREMENTS** : New Somerset Hospital
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid driver's licence (Code B/EB). Perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Effective communication skills. Computer literacy. Excellent report-writing skills. Planning, organising and people management skills.
- DUTIES** : Repair and install systems in the plumbing field. Responsible for the control over equipment, stock and other tools used within the workshop. Supervise work schedule for the division - fill in job cards/requisitions and data capturing. Render assistance to Chief Artisan with regard to all functions (including admin work) of the division, attending site meetings with contractors within the institution. Draw up tender specification against the needs of the institutions as guided by Supply Chain management Act and Treasury Regulations. Give feedback to Chief Artisan and management on maintenance issues. Supervise, train and develop staff.
- ENQUIRIES APPLICATIONS** : Mr A Challis Tel No: (021) 402-6530
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a competency test.
- CLOSING DATE** : 24 January 2025
- POST 01/254** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R230 898 per annum
Grade B: R270 915 per annum
Grade C: R314 751 per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital
Minimum educational qualification: An appropriate Trade Test Certificate in the field. Experience: **Grade A:** No experience after obtaining the relevant Trade Test Certificate. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willing to perform standby duties when necessary and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversant with the requirements of the machinery and Occupational Health and Safety Act (Act 85 of 1993). Computer literacy. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.
- DUTIES** : Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.
- ENQUIRIES** : Mr N Hermans Tel No: (021) 377-4344

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Candidates may be subjected to a competency test. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/255** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA) of the post. Experience: Appropriate experience in Supply Chain Management/Warehouse Management. Appropriate experience of the LOGIS system. Inherent requirement of the job: Physically fit and able to lift heavy items. Willingness to work after hours and weekends when required. Competencies (knowledge/skills): Good planning and organization skills. Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment, and able to work in a team.
- DUTIES** : Control, verify, capture journals and report asset and liability accounts. Compile and capture payments on BAS and LOGIS and ensure payments within 30 days of receipt of invoice and adequate batch control. Control, verify, and follow up on debt account according to prescripts and handling of petty cash. Pre-audit payment batches. Process and check S&T claims.
- ENQUIRIES** : Ms B Mostert Tel No: (021) 826 5919
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 will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/256** : **ADMINISTRATION CLERK: FINANCE/ADMIN (REVENUE/FEEES)**
(Chief Directorate: Metro Health Services)
- SALARY** : R216 417 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administration experience in a health/hospital environment. Appropriate Clinicom experience. Appropriate cashier experience in a hospital environment. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently, yet as part of a team. Problem-solving and ability to handle conflict with good organisation skills. Ability to maintain confidentiality. Official must have a good understanding of the daily running of outpatient clinics. Official must have good understanding of the department & fees protocol. Hospital fees, policies and procedures – Chapter 18. Computer skills in MS Office (Word and Excel).
- DUTIES** : Ensure appointments are booked, attended, discharged/dispensed on Clinicom. Ensure proper folder management. Responsible for revenue collection. Determine stationary needs of OPD and complete log1's. Responsible for booking of HealthNet transport. Administration of unrecorded administrative attendances. Investigate and report on JAC error reports. Support/Relief to staff and supervisor as operationally required.
- ENQUIRIES** : Ms E Van der Westhuizen Tel No: (021) 833 9445
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 will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/257 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
West Coast District

SALARY : R216 417 per annum
CENTRE : Sonstraal Transitional Care Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Supply Chain environment. Inherent requirement of the job: Valid (code/C1/EB) drivers' license. Must be physically fit and able to load/unload heavy good/equipment. Willingness to perform overtime duties. Competencies (knowledge/skills): Sound knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer System. Knowledge in electronic procurement systems (ePS), LOGIS, Warehouse management practices and general Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure. Computer literacy and proficiency.

DUTIES : Perform tasks related to procurement administration such as inviting of quotes on IPS, placing orders, preparing quotes for Quotation Committee and follow-up with suppliers. Warehouse Management and Asset Management duties. Capture various documentation on the Supply Chain System (LOGIS) and filing of source documents. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle telephonic and written queries from suppliers and End Users. Willingness to rotate within Supply Chain Section and relieve colleagues.

ENQUIRIES : Mr JP Arendse Tel No: (021) 815-8340
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 will be subjected to a competency assessment and security clearance prior to appointment.

CLOSING DATE : 24 January 2025

POST 01/258 : **ADMINISTRATION CLERK (SUPPORT SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Metro TB Hospital Complex
REQUIREMENTS : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel Good communication skills (verbal and written) Good Planning and organisational skills.

DUTIES : Effective and administrative support duties Effective and efficient communication Effective and efficient organizing and planning. Render effective support to supervisors.

ENQUIRIES : Mr C van Houten Tel No: (021) 508-8333
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 may be subjected to a competency test.

CLOSING DATE : 24 January 2025

POST 01/259 : **ADMINISTRATION CLERK: SUPPORT**

SALARY : R216 417 per annum
CENTRE : Directorate: Medicine Management, Laboratory and Blood Services Support
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Experience and knowledge of office administration and management. Telephone etiquette. Knowledge of filing systems and registry procedures. Data management skills. Computer literacy (MS Word, Excel and Outlook). Organisational skills.

- DUTIES** : Manages the general office administrative functions. Ensure the safekeeping and filling of all documentation in the office in line with relevant legislation and policies. Provide support services to Pharmacy Services coordinator and component staff with regard to specific projects. Support procurement and budgeting process. Accurate maintenance of databases. Maintain and supervise the provision of elementary human resource (HR) functions to ensure compliance with department policy requirements.
- ENQUIRIES APPLICATIONS** : Ms H Hayes Tel No: (021) 483-4567
: 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 will be subjected to a practical test.
- CLOSING DATE** : 24 January 2025
- POST 01/260** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
: Eerste River Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration in the Health environment. Inherent requirement of the job: Willingness to work overtime when required, and 12-hour shifts (including night duty, weekends, and public holidays). Competencies (knowledge/skills): Good interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, Hectis, UPFS, Clinicom and Finance instructions. Ability to work under pressure.
- DUTIES** : Render administrative support service to patients, the public, supervisor, and staff. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom. Responsible for effective revenue collection which includes receipt of money, issue of receipts, and account queries Capture all charge entries and update Hectis. Drawing of medical records Relieve duties to que marshal/Helpdesk.
- ENQUIRIES APPLICATIONS** : Ms C Kindo Tel No: (021) 902-8012
: 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. The pool of applicants will be considered for similar vacant 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.
- CLOSING DATE** : 24 January 2025
- POST 01/261** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Support Services
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum
: Forensic Pathology Service, Head Office
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience of the LOGIS and EPS environment. Appropriate Experience in data capturing. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint, e-mail). Ability to work independently. Ability to accurately analyse data (numbers). Good interpersonal and organisational skills. Ability to communicate clearly and discreetly in person and in writing.
- DUTIES** : Effective and efficient Demand Management. Effective and efficient Acquisition Management. Effective and efficient Logistics Management. Effective and efficient Inventory Management.
- ENQUIRIES APPLICATIONS** : Mr G Hendricks Tel No: (021) 928-1518
: 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.
- CLOSING DATE** : 24 January 2025
- POST 01/262** : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District
- SALARY** : Grade A: R216 417 per annum

<u>CENTRE REQUIREMENTS</u>	:	Thembalethu CDC, George Sub District
	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised. Excellent communication skills (verbal and written).
<u>DUTIES</u>	:	Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry Plus functions. Completion of registration and updating of patient information. Effective data management and administer quality monitoring. Effective data capturing, interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behavior Charter.
<u>ENQUIRIES</u>	:	Ms M Marthinus Tel No: (044) 814-1100-Ms M Marthinus Tel No: (044) 814-1100
<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 may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/263</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (MANAGED HEALTH CARE) (X2 POSTS)</u> Directorate: Management Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	Head Office, Cape Town) (based at Head Office)
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject, with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience on working on a computerised system i.e. accounting system, logistical system, information management system, MS Office. Appropriate experience in a general office management function, procurement, asset register maintenance. Appropriate experience in reconciling accounts. Appropriate experience in data capturing. Inherent requirements of the job: Willingness to be placed at healthcare facilities periodically. Competencies (knowledge/skills): Knowledge of Hospital Patient fees or in a health-related claims environment, RAF/COID claims processing. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform billing related transactions for RAF (Road Accident Fund), and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel). Knowledge and experience in processing Road Accident fund and Compensation fund claims.
<u>DUTIES</u>	:	Processing of Road Accident Fund / COID claims. Capture journals on BAS. Liaising with internal and external role-players pertaining to RAF/COID claims. Capture batches on the Accounts Receivable System (AR). Assist with the debt management functions of outstanding patient fee accounts. General administrative support. Provide a logistical service-procurement of goods and asset management. Support the team by providing a relief/support function.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Achmat/ E Abrahams Tel No: (021) 483 4240/ 483-6424
	:	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. Candidates must be prepared to complete a competency test as part of the evaluation process.
<u>CLOSING DATE</u>	:	24 January 2025

<u>POST 01/264</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Montagu Hospital (X1 Post) Robertson Hospital (X1 Post), Langeberg Sub-district.
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts including night duty, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. SM Kortje Tel No: (023) 626-8548. Ms. EJ Van Zyl Tel No: (023) 614-8102
<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 change in registration status). The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/265</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as Staff nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff nurse Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development
<u>ENQUIRIES</u>	:	Ms. S van Wyk Tel No: (022) 814 0057
<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 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). The pool of applicants will be considered for similar vacant posts within Vredenburg Hospital for a period of 3 months from date of advert.”
- CLOSING DATE** : 24 January 2025
- POST 01/266** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
(West Coast District)
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Hopefield CC, Saldanha Bay Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Inherent requirement of the job: Annual receipt and licence to practice. Good interpersonal relations. Valid (Code B/EB) driver’s licence Willingness to travel and support within the Sub-District. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
- ENQUIRIES** : Mr JA Julies Tel No: (022) 709-7225
- 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 may 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). The pool of applicants will be considered for other similar vacant posts within the Saldanha Bay Sub-District, for a period of three months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/267** : **STAFF NURSE GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Uniondale Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district.

		Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms G Lloyd Tel No: (044) 814-1123
<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 change in registration status). The pool of applicants will be considered for similar vacant posts within George Sub District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/268</u>	:	<u>HEALTH PROMOTER (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R183 279 per annum
<u>CENTRE</u>	:	Hanover Park Community Health Centre (X1 Post) Crossroads Community Day Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of project planning and management.
<u>DUTIES</u>	:	Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Liaise with community's health co-ordinating structures, departments, local government and other stakeholders to promote integrated approach to health care. An efficient support service to the Health Facility Manager with respect to the adaptation of broad departmental policy to conform to the health educational/promotional needs of patients and the surrounding community. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community based services).
<u>ENQUIRIES</u>	:	Ms M James Tel No: (021) 692-4972 and Mr S Mgoqi Tel No: (021) 370-0092
<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. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	24 January 2025
<u>POST 01/269</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (FEMALE/CHILD WARD)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a professional council:

Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to rotate between facilities.

DUTIES : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility and elimination needs. Maintaining professional growth, Ethical standards and Self-development. Record Keeping.

ENQUIRIES : Ms CG Wagener 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. 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). The pool of applicants will be considered for similar vacant posts within the Knysna/Bitou District for a period of 3 months from date of advert.

CLOSING DATE : 24 January 2025

POST 01/270 : **MESSENGER: REGISTRY**
Directorate: Information Technology (Records Management)

SALARY : R131 265 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Basic reading, writing skills and numeric abilities. Experience: Appropriate experience in registry. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills both written and spoken.

DUTIES : Assist Registry when required. Assist Driver with the following: Collecting mail and postbag from the Post Office. Collect mail from SITA. Deliver bulk mail. Deliver mail to Post Office. Any other delivery when required. Maintenance of vehicle.

ENQUIRIES : Ms L Zothani Tel No: (021) 483 4478

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 : 24 January 2025

POST 01/271 : **HOUSEHOLD AID (X3 POSTS)**
West Coast District

SALARY : R131 265 per annum

CENTRE : Swartland Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.

DUTIES : Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9204

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 : 24 January 2025

- POST 01/272** : **HOUSEHOLD AID**
(Chief Directorate: Metro Health Services)
- SALARY** : R131 265 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning, linen, stock and food related services in a hospital/health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies. Incumbent must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Appropriate knowledge with the use of the cleaning equipment, cleaning materials and cleaning detergents.
- DUTIES** : Deliver an effective cleaning service such as dusting, sweeping, polishing, scrubbing and mopping of floors, clean furniture and other equipment and empty dustbins. Effective use of cleaning agents, equipment and provide a hygienic environment to prevent the spread of infection and ensure that the cleaning equipment is cleaned after usage and securely stored. Safekeeping and stock control of linen, stock, consumables and equipment. Serve meals to patients and when required prepare basic snacks. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Ms T Rongwana Tel No: (021) 440 3339
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. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/273** : **MEDICAL OFFICER 1 TO 3 (SURGERY) (SESSIONAL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R457 per hour
Grade 2: R521 per hour
Grade 3: R603 per hour
- CENTRE** : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as 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 whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as 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 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. **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 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: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.
- DUTIES** : Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a

proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

- ENQUIRIES** : Dr F Gool Tel No: (021) 377 4382
- 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 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 similar posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025
- POST 01/274** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (SESSIONAL)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R248 per hour
Grade 2: R290 per hour
Grade 3: R340 per hour
- CENTRE** : Metro TB Hospital Complex
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding evidence-based practice and knowledge of PSR model, mental health, Substance use and TB. Computer literate.
- DUTIES** : (key result areas/outputs): Assessment and treatment of patient referred for Occupational therapy. Management of physical and human resources. Management of administrative duties for the Occupational therapy department and patient specific activities. Ensure continued professional development by keeping abreast with the latest developments in the field. Support to HOD.
- ENQUIRIES** : Ms S Abrahams, tel.no. (021) 508-8305
- 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 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 Occupational therapy posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 24 January 2025