

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

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

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- CLOSING DATE** : 20 March 2026, 17:00 PM
- 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

- POST 08/493** : **REGISTRAR (ANAESTHETICS) (X4 POSTS)**
(4 Year Contract)
- SALARY** : R1 001 349 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 Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Completion of FCA Part 1. Other appropriate Post-Graduate Medical Diploma, Certificate or Degree. Current certificate of ATLS/ACLS. Experience in Internal Medicine or critical care under supervision of a Specialist. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Experience in Anaesthesiology and Perioperative Medicine. Diploma in Anaesthesia (DA). Effective leadership & interpersonal skills. Knowledge and practical skills for safe regional and general anaesthesia. Knowledge & appropriate use of equipment.
- DUTIES** : Provision of safe anaesthetic care to patients. Intensive Care Therapy. Pre-op assessment of patients & advice to surgeons regarding work up. Post-operative analgesia & recovery of patients from anaesthesia. Learn the art and science of anaesthesia practice & ICU Medicine. Learn critical skills required by an anaesthetist. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. Supervision in theatre/ICU and management of theatre lists/staff, especially after hours. Involvement in research/audits relating to anaesthesia, intensive care and pain management.
- ENQUIRIES** : Prof G Nethathe, email: gladness.nethathe@uct.ac.za
- NOTE** : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The pool of applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. 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 Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines." 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 a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship 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.

- POST 08/494** : **MEDICAL OFFICER GRADE 1**
Garden Route District
- SALARY** : R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Harry Comay Hospital, George Sub-district
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. Inherent requirements of the job: Valid driver's licence (Code B/EB and willingness to travel throughout the district. Competencies (knowledge/skills): Good communicate skills (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory and Outlook.
- DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
- ENQUIRIES NOTE** : Dr TS Ackerman Tel No: (044) 814 - 1124
No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/495** : **DEPUTY DIRECTOR: FINANCIAL MANAGER (FINANCE AND SUPPLY CHAIN MANAGEMENT)**
Garden Route District
- SALARY** : R896 436 per annum, (A portion of the package can be structured according to the individual's personal needs.)

- CENTRE REQUIREMENTS** : Garden Route District Office, George
 : Minimum educational qualification: Appropriate three-year Diploma/Degree or equivalent. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in Finance Management. Appropriate experience in preparation and reporting of financial statements. Appropriate and proven management experience, showing strong leadership, strategic and operational management skills. Appropriate experience Contract Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Knowledge of relevant legislation and regulations, including PFMA, Accounting Officer's system, National and Provincial Treasury Regulations and Finance Instructions. Generally recognized accounting practice, cost and management accounting. Advanced computer skills using MS Excel, Word, and PowerPoint with the ability to understand and analyses statistical and financial information. Proven leadership skills, together with the ability to influence and motivate others to achieve targets and deadlines. Critical and innovative thinking, to solve problems to improve organisational performance. Ability to lead, innovate and drive improved Finance and Supply Chain Management. Good communicate skills (verbal and in written).
- DUTIES** : Provide strategic management and leadership, as member of Garden Route District Office senior management team. Ensure effective Supply Chain Management including demand management, warehousing, finance, and asset management. Management of all aspects of Revenue, Patient Administration and Information Management. Financial management, reporting and monitoring. Data analysis and review. Identifying trends and management. Implement effective controls to ensure audit compliance and good governance. Provision of timely and accurate information required for strategic decision-making and financial control. Human resource management and planning.
- ENQUIRIES NOTE** : Ms H Le Roux Tel No: (044) 803 - 2700
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/496** : **PSYCHOLOGIST GRADE 1 TO 3**
 Cape Winelands Health District
- SALARY** : Grade 1: R872 709 per annum
 Grade 2: R1 014 705 per annum
 Grade 3: R1 174 848 per annum
 (A portion of the package can be structured according to the individual's personal needs.), (Plus non pensionable rural allowance of 12% of your annual basic salary).
- CENTRE REQUIREMENTS** : Langeberg Sub-district
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (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 requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district. 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 Langeberg 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 MP Williams PHC Manager, Langeberg Sub-district Tel No: (023) 626 8542
- 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 applications will be considered for vacancies within Langeberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
- POST 08/497** : **PHARMACIST: GRADE 1 TO 3**
Cape Winelands Health
- SALARY** : Grade 1: R848 862 per annum
Grade 2: R917 634 per annum
Grade 3: R1 001 349 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: 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 Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized 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 recognized 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' relevant experience after registration as 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. Willingness to perform regular after-hours duties. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Drakenstein sub-district. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.
- DUTIES** : Pharmaceutical service delivery including improving continuity of care within the Rural Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain

management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes.

**ENQUIRIES
NOTE**

: Mr C Williams Tel No: (023) 348-8131
 : 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 applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/498

: **ASSISTANT MANAGER: NURSING (GENERAL) NIGHT DUTY**
 Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

: R693 096 per annum
 : Karl Bremer 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 Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. 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 work shifts (night duty), weekends, overtime and public holidays. Competencies (knowledge/skills): Experience/exposure in leading and managing teams and to promote quality person-centered care through the setting, implementation, monitoring of standards and Knowledge and insight of all relevant legislation and policies within the public sector. Good organisational skills, with the ability to function under pressure, independently as well as part of a multi-disciplinary team. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook) and effective communication, interpersonal, leadership, decision making, problem-solving, conflict resolution and labour relations skills. Appropriate /recognisable experience in a hospital setting and exposure to after-hour hospital management.

DUTIES

: Provide leadership and supervision for the provision of effective and efficient comprehensive holistic nursing care on night duty within the professional/legal framework. Coordinate and manage effective bed and patient flow management, in collaboration with the clinical and nursing teams. Coordinate and ensure implementation and adherence to quality assurance and improvement of practice standards, protocols and indicators. Efficient and effective management, utilization and supervision of resources on night duty. Maintain professional growth/ethical standards and self-development.

**ENQUIRIES
NOTE**

: Ms E Linden-Mars Tel No: (021) 918 1224
 : No payment of any kind is required when applying for this post. Candidates who are short-listed for interviews will be expected to complete a practical test. The pool of applications will be considered for vacancies within the Chief Director Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/499 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District

SALARY : R693 096 per annum
CENTRE : Wellington CDC, 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/recognizable 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/recognizable 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 license. Willingness to attend to community needs after hours. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies and principles. Computer literacy (MS Word and Excel, PowerPoint, and Outlook.) Ability to communicate effectively.

DUTIES : Manage, control, act in all the following facets of Health, support, security, cleaning/infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts, and protocols regarding the mentioned facets. Plan and manage to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organize a cost-effective service daily. Ensure that all personnel undergo training according to their Individual Development and Performance Plan and to meet the operational requirements of the health facility and participate in Community awareness and health screening activities. Recording, collection, verification and timeous submission of accurate data and continuous positive support to the Primary Health Care Manager.

ENQUIRIES : Ms EJ Williams Tel No: (021) 862-4520
NOTE : No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test. "The pool of applications will be considered for vacancies within Drakenstein Sub District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 08/500 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Metro Health Services

SALARY : R693 096 per annum
CENTRE : New Somerset 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 with Psychiatry, Midwife. A basic post qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Psychiatry, Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience in the Psychiatric department, after obtaining the one-year post-basic qualification in Advanced Psychiatry Nursing Science, accredited with the SANC. Inherent requirement of the job: Perform after-hour and weekend duties in order to assist the Matron or night manager as the need arises. Competencies (knowledge/skills): Good communication and writing skills. Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour relations, nursing legislation, related legal and ethical nursing practices and framework, and relevant to the Department of health and public sector policies and protocols. Human Resources and Financial Management. Computer

literacy in MS Office. Extensive knowledge of General nursing and the relevant speciality. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Psychiatric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU Management Principles. Manage staff performance, training and personal development of self and subordinates, including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Ms. S Basardien Tel No: (021) 402-6224
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 vacancies within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/501 : **CHIEF DIETITIAN GRADE 1**

SALARY : Grade 1: R575 250 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietitian. Experience: A minimum of 3 years appropriate experience as a dietitian after registration with the HPCSA as an Independent Practitioner. Competencies (knowledge/skills): Expertise in the nutritional management of a variety of diagnoses, appropriate for an academic, multi-disciplinary hospital setting. Human resource management and supervisory experience. Good communication skills (both written and verbal). Must have teaching and presentation skills.

DUTIES : Provide a comprehensive clinical service in assigned clinical areas. Monitor, supervise, co-ordinate and develop the clinical service within the Dietetics department, to ensure optimal and appropriate patient care. Render a support service to the head of the Dietetics Department. Assist with the administrative and human resource management of the dietetics department. Identify needs, manage and participate in professional training and development of knowledge and skills in the department. Engage in student clinical training and related academic activities.

ENQUIRIES : Mr Lionel Naidoo Tel No: (021) 404 2263
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 applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/502 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Overberg District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum
CENTRE : Bredasdorp Clinic, Cape Agulhas 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: 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 an appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. The incumbent will be expected to assist/work at other clinics, mobile, satellite within the Sub-District, when required. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of information management.

DUTIES : Assist with the management of the Burden of Disease according to the Comprehensive Health Programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Assist with the management of human resources, Financial, SCM, Strategy and Health Support, Infrastructure and Equipment.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400

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 applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/503 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND CSSD)**
Garden Route District

SALARY : Grade 1: R476 367 per annum
Grade 2: R583 989 per annum

CENTRE : Mossel Bay 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 a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Willingness to work after-hours, overtime and perform standby duties. Competencies (knowledge/skills): Good communication skills. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills.

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives,

- educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
- ENQUIRIES** : Ms JA Mahlangu Tel No: (044) 604 - 6104
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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: Operating Theatre. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/504** : **ASSISTANT DIRECTOR: HR (WORKFORCE PLANNING)**
Directorate People Management Planning and Practices
- SALARY** : R468 459 per annum
- CENTRE** : Head Office Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate Diploma or Bachelor's Degree in the Human Resources/People Management field. Experience: Appropriate experience in Workforce Planning processes and analytics. Inherent requirements of the job: Valid Code 08 EB driver's license. Competencies (Knowledge/skills): Knowledge of the Public Service Act and Public Service Regulations. Knowledge of the DPSA Directive on Workforce Planning (HR Planning). Exposure to the DPSA Workforce Planning prescripts and templates will be an added advantage. Computer Literacy in MS Office (MS Word, MS Excel, PowerPoint, Outlook). Knowledge of Power BI will be an added advantage. Analytical skills and research abilities. Ability to work in a team. Excellent verbal and written communication skills. Report writing skills. Attention to detail.
- DUTIES** : Develop the 3-year Workforce (HR) Plan and the annual HR Plan Implementation Report (HRPIR) for the WCGHW. Conduct research and trend analysis on Workforce Planning issues and stay abreast of new developments. Keep abreast of national, provincial and departmental strategies in order to align the Workforce Plan appropriately. Comply with the standards, quality and timeframes in terms of the DPSA Directive. Manage the online HR Exit Interview System. Provide support, advice and training to role-players in the Department. Provide input to strategic documents. Participate in the annual provincial assessment of all newly developed Workforce Plans and annual Implementation Reports in collaboration with the Department of the Premier. Manage the People Management (HR) issues of staff in the component.
- ENQUIRIES** : Ms C Kleynhans Tel No: (021) 483-4487 or email: Carine.Kleynhans@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/505** : **ASSISTANT DIRECTOR: SUPPORT SERVICES**
Cape Winelands Health District
- SALARY** : R468 459 per annum
- CENTRE** : Cape Winelands TB Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory or a managerial position. Appropriate experience in contract management. Inherent requirement of the job: Valid Code B/EB drivers' licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Excellent written and verbal proficiency. Leadership capabilities, managerial and organisational skills. Ability to manage conflict and function under pressure. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Good interpersonal skills.
- DUTIES** : Effectively manage and supervise all Infrastructure maintenance and planning, including the grounds and public areas. Manage all Support Services including transport, telecommunications, linen & laundry and porter services. Contract

management of cleaning, security, grounds, pest control, linen & laundry and waste management. Nurses Home residential management. Responsible for effective Food services rendering of the hospital. Effective and efficient management of Human and Physical Resources.

ENQUIRIES

: Dr D Theron Tel No: (023) 348-1301

NOTE

: No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies within Cape Winelands TB Centre, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 08/506

: **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

**CENTRE
REQUIREMENTS**

: Brackengate Transitional Care Facility
: Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech 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): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with persons with complex and varied conditions as a Speech therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES

: Provision of Speech Therapy services in the field of transitional care and rehabilitation at Brackengate Transitional care and associated facilities. 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

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 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 applications will

be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/507** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY**
- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a professional council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology 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 HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology 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 Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Ability to render a after hour service. Delivery of a 24-hour standby service (required to work after hours, during weekends and public holidays). Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Appropriate experience in clinical technology within the filed of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.
- DUTIES** : To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis).
- ENQUIRIES** : Mr M Govender Tel No: (021) 404 4094/5
- 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 applications will be considered for vacancies within Groote Schuur Hospital, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/508 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROPHYSIOLOGY)**

- SALARY** : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurophysiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist:

Neurophysiologist. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Neurophysiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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 Clinical Technologist: Neurophysiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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 a Clinical Technologist: Neurophysiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Neurophysiology 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: After-hours' service is compulsory. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical Neurophysiology.

DUTIES : Perform electroencephalographs on patients in a laboratory, ward and intensive care unit setting. Perform nerve conduction studies on patients in a laboratory, ward and intensive care unit setting. Perform evoked potentials on patients in a laboratory, ward and intensive care unit setting. Perform overnight polysomnography, multiple sleep latency test and multiple wakefulness test. Perform Intraoperative Monitoring for patients in Theatre. Participate in Research projects. Participate in on-going quality control and infection control. Participate in training of Clinical Technology students. Perform assigned administrative duties.

ENQUIRIES : Ms. E Mollentze Tel No: (021) 938-5500 or email: emmerentia.mollentze@westerncape.gov.za

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 to health professionals who apply for the first time for registration as Clinical Technologist: Neurophysiology with the relevant council (including individuals who must apply for change in registration status).

POST 08/509 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R397 233 per annum
Grade 2: R463 941 per annum
Grade 3: R543 099 per annum

CENTRE REQUIREMENTS : Khayelitsha Eastern Sub-structure office
: Minimum educational qualification: An appropriate qualification that allows for 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 requirements of the job: Valid (Code B/EB) driver's license, willingness and ability to travel within the Metro Health Services. Competencies (knowledge/skills): Adhere to departmental requirements whilst rendering services to in-patients and out-patients within the medical, orthopaedic, surgical and paediatric fields. Ability to work as part of the multi-disciplinary team. Ability to comply with National Core Standards requirements and appropriate computer skills. Knowledge on conducting comprehensive assessments and postural device assessments.

DUTIES : Ensure clinical occupational therapy service provision in accordance with the departmental requirements and protocols. Conduct assessments and implement intervention plans across work areas. Coordinate and convene seating clinics in the sub-district. Multidisciplinary team involvement; professional advocacy; data analysis and quality improvement; resource management. Participation in personal, departmental and in-services and training programs; student supervision. Contributes to improvement of internal and external systems relating to Occupational Therapy and the Allied component to improve care pathways.

ENQUIRIES : Ms N Peton Tel No: (021) 360-4622
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other vacant relevant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 08/510 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (INFORMATION TECHNOLOGY)**
 Cape Winelands Health District

SALARY : R397 116 per annum
CENTRE : Cape Winelands TB Centre
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate experience in an IT/Information systems or software support role. Experience working in a healthcare setting. Inherent requirement of the job: Valid driver's license (Code B/EB). Willingness to perform overtime duties when required. Willingness to travel across the Cape Winelands district and to attend meetings outside the district. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office, M365 and related applications. Good quantitative and analytical skills. Good report writing and presentation skills. Solid knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health and Wellness e.g. PHCIS, Ideal Health Facility, Business Intelligence, TIER.net. Understanding of IT software and hardware environment, including the ability to draw up specifications. Knowledge and experience in planning and policy development. Ability to establish and maintain good interpersonal relationships across multiple stakeholders.

DUTIES : Provide comprehensive first-line IT support to ensure the smooth operation of digital systems and infrastructure across healthcare and administrative environments. Proactive and reactive troubleshooting, user support, and system maintenance. Ensure the reliability, performance, and security of the organisation's IT infrastructure. Lead processes relating to the installation, configuration, maintenance, and monitoring of hardware and software systems that support both clinical and administrative operations. Ensure that all IT operations and systems adhere to established security protocols, regulatory requirements, and documentation standards. Provide relevant training to healthcare and administrative staff.

ENQUIRIES : Mr O Motshweneng Tel No: (023) 348-8120/ 8104
NOTE : No payment of any kind is required when applying for this post. Shortlisting candidates may be subjected to a practical and competency test as part of the interview process. The pool of applications will be considered for vacancies

within the Cape Winelands District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.”

POST 08/511

CASE MANAGER

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Tygerberg Hospital, Parow Valley
: Minimum educational qualification: 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 preferably at hospital level, alternatively at a medical scheme or in a clinical environment. Competencies (knowledge/skills): Ability to link patient diagnosis (ICD10 Coding) with procedure codes. Knowledge of the UPFS and ability to perform clinical audits of patient accounts. Knowledge of the Medical Scheme Act 131 of 1998 and relevant PMB Regulations. Excellent verbal and written communication skills. Excellent interpersonal skills and the ability to act independently, objectively and with confidence and collaboratively as part of the healthcare team. Computer literate (Microsoft Office/Teams). Ability to work under pressure, handle a high work volume and meet strict deadlines. Strong critical thinking and problem-solving abilities.

DUTIES

: Ensure that pre-admission and pre-authorisation information is accurate and in accordance with hospital and funder procedures. Manage and implement Case Management policies, protocols and procedures timeously. Provide training and workshops when required. Liaise with internal and external stakeholders such as Funders and Managed care organisations with regards to treatment of patient, MHC policies, protocols, optimal fund utilisation, clinical information, diagnostic and procedural coding. Provide complete and accurate clinical updates and discharge information to Funders. Conduct clinical audits of patients' accounts and ensure clinical auditing of the account controllers are accurate. Ensure accurate, specific and comprehensive clinical coding. Complete queries/requests of the Medical Scheme follow-up section timeously. -Queries will include drafting of motivational letters where possible, obtaining authorisation, concurrent review of patient clinical information, i.e. length of stay, level of care, clinical coding and PMB. When handling or investigating a debtor query, ensure the account is accurately billed. Manage the workflow and supervise personnel of the Case Management department. Participate in interdisciplinary team meetings to optimize patient care. Provide estimations for all patient classifications. Provide Case management statistics on a weekly / monthly basis.

ENQUIRIES
NOTE

: Ms J Jooste Tel No: (021) 938-4140
: No payment of any kind is required when applying for this post. This post does not form part of any Occupation Specific Dispensation. Shortlisted candidates may be subjected to a practical test.

POST 08/512

SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT
Overberg District

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum
: Overberg District Office
: Minimum educational qualification: Appropriate 3-year Diploma/ Degree or equivalent. Experience: Appropriate experience in Labour Relations and Human Resource development. Inherent requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Ability to work independently and under pressure. Computer literacy.

DUTIES

: Conduct disciplinary investigations and act as an initiator in disciplinary hearings. Handle individual and collective grievances. Interpret various Labour Relations statistics. Deal with conflict and disputes. Deal with conflict and disputes. Facilitate the development, implementation and evaluation of the Workplace skills plan and the Annual training Report. Render a secretariat service to the Skills Development Committee as well as the Institutional Management and Labour Committee. Attend HRD and Labour relations forum meetings.

ENQUIRIES

: Mr N Liebenberg Tel No: (028) 218-5812

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. The pool of applications will be considered for vacancies within the Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/513 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Khayelitsha Eastern Sub-structure Office
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Information Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Willingness to travel. Competencies (knowledge/skills): Advanced computer literacy skills (MS Office: Word, Excel, and PowerPoint) especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Highly developed understanding of information technology, i.e. familiar with health information systems like, SINJANI, DHIS, Clinicom, ECCR, and ECM (Electronic Content Management). Good Numerical and analytical skills wrt technical knowledge, report writing and data management skills. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, data, processes and standard operating procedures. Good leadership, interpersonal and communication (verbal and written) skills. Presentation Skills.

DUTIES : Assist with project management related to information management in the Sub-structure. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc. according to NDOH and Provincial requirements. Develop monitoring and evaluation tools. Assist with compiling reports and feedback to Management. Ensure audit compliance in the Sub-structure. Provide and co-ordinate training and general support related to information management processes and systems. Participate and render a supportive function with regards to People Management and developmental activities.

ENQUIRIES : Ms J Jansen Tel No: (021) 360-4702

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Information Management post within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a written/practical and oral assessment.

POST 08/514 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**
Garden Route District

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Garden Route District Office, George
: Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and training). Appropriate experience in supervision. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive vast distances. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Knowledge of PERSAL.

DUTIES : Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line

managers within the scope of profile. Effective management and development of subordinates. Administer the recruitment and selection. Oversee and administer performance management process. Responsible for Debt Management. Coordinate PERSAL control functions.

**ENQUIRIES
NOTE**

- : Ms D Fortuin Tel No: (044) 803 - 2700
- : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/515

- : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY

- : Grade 1: R325 200 per annum
- : Grade 2: R397 119 per annum
- : Grade 3: R477 564 per annum
- : Grade 4: R585 441 per annum

**CENTRE
REQUIREMENTS**

- : Gustrouw CDC, Khayelitsha Eastern Sub-structure
- : Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. **Grade 1:** No experience **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirements of the job: Valid code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight of relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a health environment setting.

DUTIES

- : Provision of comprehensive, client centered clinical social work services in the Primary Health Care facility and NPOS environment, with regards to care, support and protection of vulnerable individuals, groups, families and communities, to ensure safe discharge plans. Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions. Convene and Conduct Psychosocial groups. Deliver an accountable service through the application of Social Work administrative processes. Effective networking with the multi-disciplinary team as well as relevant external role players. -Keep up to date with new developments in social work and welfare fields. Utilize and manage resources. Support social auxiliary workers and volunteers. Participate in training and development of staff. Assist with the achievement of the departmental and organizational goals. Perform all the administrative functions required of the job.

**ENQUIRIES
NOTE**

- : Ms Aisha Salie Tel No: (021) 845-8384
- : 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 appointments 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)". The pool of applicants will be considered for other Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

- POST 08/516** : **SOCIAL WORKER: GRADE 1 TO 4**
West Coast District
- SALARY** : Grade 1: R325 200 per annum
Grade 2: R397 119 per annum
Grade 3: R477 564 per annum
Grade 4: R585 441 per annum
- CENTRE REQUIREMENTS** : Vredenburg Hospital, Saldanha Bay Sub-district
Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP) as a Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Sub-district/ District to consult clients, attend and conduct meetings and training sessions. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy. Good verbal and written communication skills.
- DUTIES** : Providing effective and integrated social service delivery to patients and families. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families. Effectively execute social work administration functions including referrals to relevant role players and stakeholders. Provide and participate in training and education activities by keeping updated with developments in the field. Perform middle management functions to ensure effective functioning of the social work department.
- ENQUIRIES NOTE** : Dr TV Zimri Tel No: (022) 709 7200
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.
- POST 08/517** : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Metro Health Services
- SALARY** : R325 101 per annum
- CENTRE REQUIREMENTS** : Office of the Chief Director: Metro Health Services
Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Human Resource Development. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy. Good communication and interpersonal skills. Knowledge of the human resource prescripts in the Public Service.
- DUTIES** : Effective and efficient Human Resource Development skills in administration of i.e. Bursaries, EPWP project, AET etc. Effective administrative support to the MHS: Human Resource Development Section. Coordination, development and implementation of the Workplace Skills plan/ annual training report and the quarterly report. Draft correspondence, filing and maintenance of records. Render administration support in respect of training inventions. Capture of data and maintenance of databases. Handle telephonic and written enquiries.
- ENQUIRIES NOTE** : Mr XP Nyangaza Tel No: (021) 815-8690.
No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/518 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PRIMARY HEALTH CARE) (SCHOOL HEALTH)**
Overberg District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Cape Agulhas 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 as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a 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 requirements of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the School, AYFS and Primary Health Care setting. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide clinical school health services to learners with parental consent in schools. Support the CCW and the teacher as part of the team within the school environment. Reach out to nurses in special schools where applicable. Support the PHC facility with the rendering of a youth friendly service after school hours and in school holidays as well as PHC services. Monitor and evaluate the Program.

ENQUIRIES : Ms G van der Westhuizen Tel No: (028) 514-8400
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Overberg District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/519 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Garden Route District

SALARY : Grade 1: R324 384 per annum
Grade 2: R396 132 per annum
Grade 3: R476 367 per annum

CENTRE REQUIREMENTS : Uniondale Hospital, George 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: Willingness to work shifts, night duty, overtime, public holidays, weekends. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. 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. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814-1117
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written 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 change in registration status). The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/520** : **ARTISAN PRODUCTION (ELECTRICAL) GRADE A TO C**
Chief Directorate: Rural Health Services
- SALARY** : Grade A: R243 597 per annum
Grade B: R285 816 per annum
Grade C: R332 061 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). 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: A valid (Code B/EB) drivers' licence. Willingness to travel. Physically fit to do manual labour. Willingness to work after hours and overtime should the need arise. Competencies (knowledge/skills): Conversant with the Machinery and Occupational Health and Safety Act. Appropriate experience in Electrical, Airconditioning- and Refrigeration Systems. Supervisory experience including People – and Financial Management.
- DUTIES** : Maintain, install and repair electrical, air conditioner and mechanical installations and equipment. Check and reset fire alarms. Manage and supervise work schedule for the division. Train and supervision of subordinates. Manage and assist with the execution of maintenance projects/repairs within the health facility. General Administration of the Workshop including Stock take and safekeeping of tools and materials. Assist Artisan Foremen/Chief Artisan with their duties.
- ENQUIRIES** : Mr G.R Abrahams Tel No: (021) 860-2797/ or
Gregory.Abrahams@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/521** : **ADMINISTRATION CLERK: SUPPORT (UNIT FOR INFECTION PREVENTION AND CONTROL)**
- SALARY** : R228 321 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Very good computer literacy (office Suite i.e. Word, Excel, Outlook, and PowerPoint). Excellent typing and organization skills. Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and ability to work under pressure and in a team. High ability to communicate effectively (verbally and written).

DUTIES : Provide administrative support to the HOD and IPC team. Ensure effective and efficient administrative support and office management. Execute general administrative duties including submission of statistics and completed NMC forms, ordering of consumables and equipment, asset management, assist with organizing awareness days and workshops. Provide administrative support services with regard to meetings, including meeting venue booking and preparation, minute-taking and distributions of agenda and minutes. Management the diary of the HOD, bookings and preparations of the training room, Typing and printing of documents, reports, correspondence, and tracking of documentation. Effective records management and filing systems. Liaise with Provincial departments and all other stakeholders.

ENQUIRIES NOTE : Dr A Parker Tel No: (021) 938 -5576
 : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 08/522 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (SUPPORT: TRANSPORT)**
 Garden Route District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Harry Comay Hospital, George Sub-district
 : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate transport and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy, MS Office packages, MS Teams and Outlook Electronic processing of operational statistics. Good communication skills (verbal and written) and interpersonal skills.

DUTIES : Administer and maintain all documentation relating to GG vehicles, including logbooks, trip authorities, fuel records, and service schedules. Capture and reconcile vehicle usage data in line with Government Garage and departmental transport policies. Coordinate vehicle bookings and monitor daily vehicle movements. Liaise with drivers, supervisors, and GG officials regarding vehicle availability and compliance requirements. Ensure adherence to road traffic legislation and government fleet management standards. Report vehicle incidents, breakdowns, and irregularities in accordance with GG procedures Perform relief driving duties using GG vehicles only, on an ad hoc basis and strictly when operational needs arise.

ENQUIRIES NOTE : Mr E Thom Tel No: (044) 814 - 1099
 : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. The pool of applications will be considered for vacancies within the Garden Route District, for a period of three months from the date of advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/523 : **ADMINISTRATION CLERK: SUPPORT**
 Overberg District

SALARY CENTRE REQUIREMENTS : R228 321 per annum
 : Overstrand Sub-district
 : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Comprehensive Health, TIER.NET, EDR, SINJANI, Ideal health facility. Inherent requirements of the job: Valid (Code B/EB/C1) drivers' license. Competencies (knowledge/skills): Good communication skills (written and verbal) Computer literacy (MS Office). Knowledge of PHCIS, Clinicom, SINJANI, Tier.net, EDR, Ideal Hospital. Ability to do relieve duties at other facilities in the Sub-district.

DUTIES : Function as a member of the Information Management team on Sub District Level. Data management collect and collate data. Assist PHC Offices in Sub District, M&E. Perform administrative functions pertaining to the TB/HIV/STI programme in the Sub-district. Central data monitoring and Central Data Capturing.

ENQUIRIES NOTE : Ms EE Mackenzie Tel No: (028) 313-5251
 : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

- POST 08/524** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**
Garden Route District
- SALARY** : R228 321 per annum
CENTRE : Uniondale Hospital, George Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Clinicom and LOGIS. Appropriate experience in Office Administration. Inherent requirements of the job: Willingness to work overtime, after hours including weekends, public holidays when needed. Willingness to rotate and/or relief personnel in the other departments of the Hospital. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excell and Outlook). Good communication (verbal and written). Appropriate knowledge of electronic patient administration system (Clinicom). Appropriate knowledge of Hospital Fees Memorandum 18. Ability to accept accountability and responsibility and to work independently and unsupervised. High ethical standards as incumbent will have access to confidential files.
- DUTIES** : Admit, register, assess patients, open folders and raise invoices on Clinicom. Render an effective and efficient medical records service and folder management. Receive money, issue receipts, safe keeping of state money, and perform relief cashier duties. Effective and efficient management of H2 and H3 accounts, IOD accounts, RAF accounts, Medical Aid accounts and State Department accounts. Ordering and management of medical supplies, ward stock and institutional needs. Ensure timeous and accurate collection and submission of statistics. Support to Operational Manager Nursing with nursing and hospital administrative functions.
- ENQUIRIES** : Mr R Lewis-Peters Tel No: (044) 814 - 1117
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment. The pool of applications will be considered for vacancies within Garden Route District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/525** : **ADMINISTRATION CLERK: ADMISSIONS**
West Coast District
- SALARY** : R228 321 per annum
CENTRE : Vredendal North Clinic: Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration in a health-related environment. Inherent requirement of the job: Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal and organisational skills. Computer literacy (MS Office). Working knowledge of PHCIS.
- DUTIES** : Provision of administrative support service to the multi-disciplinary team. Provision of administrative support to the patients. Co-ordination of all administrative duties within clinic. Assist with collection and collation of data for monitoring and evaluation.
- ENQUIRIES** : Dr. JE Eygelaar Tel No: (027) 213 4070
NOTE : No payment of any kind is required when applying for this post.
- POST 08/526** : **ADMINISTRATION CLERK: INFORMATION TECHNOLOGY**
Directorate: Information Technology (Tygerberg Hospital: HIS Application Centre)
- SALARY** : R228 321 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: National Senior Certificate. Experience: Appropriate experience in administration. Inherent requirement of the job: Communication Skills, Organizational Skills, Technical and IT Skills. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database development and maintenance skills.
- DUTIES** : Responsible for Project Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations.

Ensuring functional Diary Management for the Project Management Office (PMO), organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate project workshops, meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track project expenditures, assist with purchase orders, and support procurement activities. Human Resource: Assist with recruitment coordination, onboarding, and contract management. Capacity development: Coordinate training and on boarding of new project managers and other staff. Reporting and Presentations: Support the preparation of project reports, presentations, and other documentation. SharePoint Administration and Project Management tools: Manage documents and ensure correct access and organization within SharePoint and Project Management tools.

ENQUIRIES
NOTE

: Mr S Dlakana, Email: Sibulele.Dlakana@westerncape.gov.za
: No payment of any kind is required when applying for this post.

POST 08/527

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Victoria Hospital
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as 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 Supply Chain Management in warehouse process and experience in LOGIS or similar inventory systems. Competencies (knowledge/skills): Organisational skills. Ability to capture data accurately and good record keeping. Computer literacy (MS Office: Word, Excel, Outlook). Appropriate knowledge of Accounting Officers System and SCM delegations of the department.

DUTIES

: Receive goods from suppliers. Check for correct quantity and quality of goods with delivery. Issue goods and equipment to internal users accurately within the prescribed timeframes. Capturing issue vouchers on Logis. Ensure accurate stock control (i.e. verify stock levels and report inventory discrepancies). Ensure safe-keeping of stock items and the correct packing of shelves (first in- first out). Regular stock checks for minimum and maximum levels as well as expiring stock. Report regularly to supervisor regarding compliance issues, i.e. outstanding orders and inventory movements. Do follow-up with suppliers for expected deliveries and proper resolution of queries.

ENQUIRIES

: Mr I Petersen Tel No: (021) 799 1287/email: ilyaas.petersen@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/528

: **ADMINISTRATION CLERK: SUPPORT (MEDICAL RECORDS)**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R228 321 per annum
: Stikland Hospital
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Hospital Medical Records environment.

Appropriate and relevant experience in Clinicom. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge and working experience in Hospital Medical Records. Knowledge and working experience on Clinicom. Knowledge of medical records registry, archiving procedures and National Archives Act. Good analytic and problem-solving abilities. Ability to work within a team and independently with minimum supervision Computer literacy in Microsoft 365 & Clincom. Willingness to perform relief duties in the Patient Administration department.

DUTIES : Registration of patients on Clinicom. Render an effective and efficient medical records service. Complete relevant Clinicom system transactions. Accurately and timeously file all patient folders and other notes. Timeously retrieve all file all requested patient folders. Maintain an effective filing system. Maintain and repair patient files and create volumes. Prepare case notes for archiving. Support the supervisor and colleagues.

ENQUIRIES NOTE : Mr L Morkel Tel No: (021) 940 4530 or Ms M Okereke Tel No: (021) 940 4440
: 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 applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/529 : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE REQUIREMENTS : Nelspoort Hospital
: 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 shifts, night duty, including weekends, public holidays as well as overtime. Willingness to rotate to other wards in the facility and to work at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : 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. Take actions to improve quality of nursing care.

ENQUIRIES NOTE : Ms S Frieslaar Tel No: (023) 416-1600
: No payment of any kind is required when applying for this post. 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 to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Central Karoo District, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

POST 08/530 : **STAFF NURSE GRADE 1 TO 3**
West Coast District

SALARY : Grade 1: R220 614 per annum
Grade 2: R262 287 per annum
Grade 3: R306 798 per annum

CENTRE : Clanwilliam Mobile

- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Inherent requirement of the job: Willing to travel to and support other Clinics in the Sub-district when needed and willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
- DUTIES** : Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms M. Sandt Tel No: (027) 482 1484
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within the Cederberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/531** : **ARTISAN ASSISTANT**
Chief Directorate: Metro Health Services
- SALARY** : R193 359 per annum
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10/Std 8 or equivalent. Experience: Appropriate experience of maintenance of Building or Electrical or Plumbing or Air-Conditioning or Carpentry or Painting or Mechanical components & related fixtures as a handyman worker. Inherent requirement of the job: A valid (Code B) driver's licence. Willingness to perform standby and overtime duties when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skillfully and safely. Must be willing to work on a rotation basis in the artisan Cadre's as the need arises. Must be physically fit and to be able to perform heavy physical labour and must have good communication skills.
- DUTIES** : Carry out minor maintenance and repairs of related fixtures and components. Maintenance, installations, repair, modify and manufacture of items, equipment, and machines under the supervision of the Supervisor. Routine maintenance and repairs of equipment, plant, and tools Maintenance & repairs of minor electrical fixtures, mechanical repairs, furniture equipment, carpentry, and painting. Checks safety equipment and replaces components such as washers, gaskets, and filters. Assist with repairs and emergency breakdowns (including after-hours repairs). Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the artisan Cadre in the execution of their respective duties. Effective support to Supervisor. Manage & control over tools, equipment, material, and stock. Responsible for basic administrative work as well as completing job cards.
- ENQUIRIES** : Mr J. Williams Tel No: (021) 799 1172
- NOTE** : No payment of any kind is required when applying for this post. Candidates must comply with the advertised appointment requirements of the post by the closing date and time of the advert. 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine the candidate's suitability based on the post's technical and generic requirements, and the other will be an integrity (ethical conduct) assessment. This advertisement may be utilized to create the pool of potential candidates for a period of not more than 3 calendar months from the date of the advertisement to fill any vacancy in the Department of Health and Wellness provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/532** : **ARTISAN ASSISTANT (PLUMBING)**
 Directorate: Engineering and Technical Support Services
- SALARY** : R193 359 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience of maintenance and repairs of Building components (Plumbing). Inherent requirements of the job: A valid (Code B) driver's licence. Ability to operate and use required tools and equipment skillfully and safely. Ability to perform heavy physical labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Plumbing, Carpentry, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.
- DUTIES** : Assist Artisan foreman and Artisan in the execution of their respective duties. Carry out maintenance and repairs of building fixtures and components. Maintain repairs and cleaning of drains on regular basis. Ensure clean water supply to facilities. Assist with repairs, alterations and emergency breakdowns (including after-hours repairs). Must be able to perform standby duties when required. Assist with the control and requisitioning of material and parts. Take control over tools and materials. Ensure that all tools and materials are available before commencing any tasks. Clean areas where work has been carried out. Ensure repairs and installations is executed according to SANS 10 – 400 Building Regulation as per Part “P”.
- ENQUIRIES** : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- POST 08/533** : **NURSING ASSISTANT GRADE 1 TO 3**
 Cape Winelands Health District
- SALARY** : Grade 1: R174 261 per annum
 Grade 2: R203 271 per annum
 Grade 3: R239 559 per annum
- CENTRE** : Drakenstein Subdistrict, Phola Park Clinic
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nurse Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Must be prepared to assist in all Facilities in Subdistrict 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.
- DUTIES** : Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Mrs EJ Williams Tel No: (021) 877 -6400

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 applications will be considered for vacancies within Drakenstein Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."

POST 08/534 : **TRADESMAN AID: PLUMBING (BUILDING)**
Directorate: Engineering and Technical Support Services

SALARY : R163 680 per annum
CENTRE : Head Office, Cape Town (Bellville Mobile Workshop)
REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience within the respective fields in the Building environment. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Ability to handle tools. Competencies (knowledge/skills): Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: Carpentry, Plumbing, Painting and Building. Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must have knowledgeable experience in Building trades.

DUTIES : Carry out minor maintenance tasks. Assist with the installation of equipment and alterations. Ensure that tools and materials are available when needed. Ensure areas in workshops and working environment are clear of obstructions and cleaned daily. Control over tools and materials. Maintenance and repairs by painting, glazing, skimming, building, installations of Drywalls, ceilings and equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Support in Carpentry Plumbing Painting and Building Departments when required. Assist the Artisan Foreman / Artisan in certain duties assigned. Emergency breakdowns (including after-hour repairs).

ENQUIRIES : Mr JP Louw Tel No: (021) 830-3771
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 08/535 : **ADMINISTRATION CLERK: SUPPORT (PHARMACY) 5/8TH**
Chief Directorate: Metro Health Services

SALARY : R142 701 (5/8th) per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative support service experience in a healthcare or medical setting. Competencies (knowledge/skills): Proficiency in the use of MS Office Package particularly Excel, Word and Outlook. Good interpersonal and communication skills and the ability to interact respectfully with healthcare professionals, patients and external stakeholders. Ability to work independently, and as part of a team. Ability to plan, organise and manage administrative tasks efficiently. Ability to handle confidential patient and staff information responsibly. High level of accuracy in data capturing, filing and reporting. Ability to work within a regulated healthcare environment.

DUTIES : Provide administrative and reception support to the Pharmacy Department. Capture and manage data, records and Excel spreadsheets. Prepare and submit statistics, reports and documentation. Support stock administration, audits and compliance activities. Assist with HR, finance and staff administration processes. Provide administrative support to Allied Health departments as required.

ENQUIRIES : Ms J Louw Tel No: (021) 440 3141
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. The pool of applications will be considered for vacancies within the Chief

Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.

- POST 08/536** : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services
- SALARY** : R138 486 per annum
CENTRE : Stikland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Basic appropriate experience in a large-scale industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays when needed. Incumbent must be physically fit to lift heavy objects and be able to be on your feet for long period of time. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. The ability to read, speak and write.
- DUTIES** : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.
- ENQUIRIES** : Ms R Potgieter Tel No: (021) 940-4575
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 applications will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/537** : **HOUSEHOLD AID**
West Coast District
- SALARY** : R138 486 per annum
CENTRE : Clanwilliam Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment or hospital setting. Inherent requirement of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Ability to communicate.
- 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.
- ENQUIRIES** : Mr NM Goeieman Tel No: (027) 482 2166
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applications will be considered for vacancies within the Cederberg Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
- POST 08/538** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (18 SESSIONS)**
Chief Directorate: Metro Health Services
(Contract until 31 March 2027)
- SALARY** : Grade 1: R646 per hour
Grade 2: R737 per hour
Grade 3: R853 per hour
CENTRE : Victoria Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Anaesthesiology. Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as a 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 Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as a 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 Anaesthesiology. Inherent requirement of the job: Willingness to shifts as required by the institution. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff and interest in developing an academic career.

DUTIES

: To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5. Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research.

ENQUIRIES

: Dr Z Fullerton Tel No: (021) 799-1170, email: zahnne.fullerton@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. "The pool of applications will be considered for vacancies within the department, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised 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 as a Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for a change in registration status).