

**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** : 12 May 2026, 17:00PM
- 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 14/140** : **MEDICAL SPECIALIST GRADE 1 TO 3 (DERMATOLOGY)**
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 1: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Dermatology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Dermatology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Dermatology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Dermatology (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirements of the job: Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Ability to comprehensively manage all paediatric and adult dermatology cases and intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and students. Proven teaching abilities. Experience and effective management of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator. Computer literacy.
- DUTIES** : Provide comprehensive, high-quality adult and paediatric dermatological clinical services. Clinical leadership and governance of daily clinical operations of a dermatology and multidisciplinary team in a tertiary setting. Part of the team at the Division of Dermatology and Groote Schuur Hospital. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching (formal and informal) of undergraduate & post graduate students. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Clinical & Corporate Governance of Paediatric dermatology for both inpatients and outpatients. Administration of patient management system and other WCG health applications. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Do appropriate clinical audits and research within the department to stay abreast of clinical developments.

<u>ENQUIRIES</u>	:	Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Prof R Lehloenya Tel No: (021) 404-3376 or email: rannakoe.lehloenya@uct.ac.za
<u>NOTE</u>	:	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.
<u>POST 14/141</u>	:	<u>SENIOR REGISTRAR (MEDICAL) (CHILD & ADOLESCENT PSYCHIATRY)</u> (24 Month Contract)
<u>SALARY</u>	:	R1 395 528 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Red Cross Hospital War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in the Psychiatry. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist (Independent Practice). Inherent requirements of the job: FCPsych and MMed (Psych). Registration/registrability as a specialist with the HPCSA. Registrars will be required to register as post graduate students with the University of Cape Town as applicable. according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general psychiatry at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Behavioural and other psychiatric conditions. Ability and willingness to supervise medical students and rotating registrars.
<u>DUTIES</u>	:	Clinical Service Delivery: Comprehensive child & adolescent psychiatry clinical care and service delivery in the Western Cape. Care of inpatients and outpatients under the direction of sub-specialist supervisors. After-hours duties on the senior registrar roster in the Department of Child & Adolescent Psychiatry (UCT); and responsible to the director of the registrar programme. Supervision: Supervision of Junior Medical Staff - with respect to patient care and clinical service-ensuring safe and high standard of clinical care. Co-ordination of the junior medical team, nurses and allied health care team to ensure seamless provision of service. Teaching: Contribute to and facilitate learning of undergraduate students and psychiatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital's Child and Adolescent Psychiatry service in order to acquire training in Child and Adolescent Psychiatry including completing the required training logbook and successfully passing the College of Medicine of South Africa Certificate examination to enable certification as a Child & Adolescent Psychiatrist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT and will require proof of research in order to enter the CMSA certificate exam. Management And Administration: Administration and management in the Child & adolescent Psychiatry unit including ensuring correct patient data and statistics. Efficient management of clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes.
<u>ENQUIRIES</u>	:	Dr P Gasela Tel No: (021) 658-5111 or email: papani.gasela@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. 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 Senior 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. Senior Registrars will be required to register as post-graduates with Stellenbosch University/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Childrens 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 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. 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 Senior Registrar will be on contract. Candidates may be subjected to a competency test. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Registration/ registrability as a specialist with the HPCSA Registrars will be required to register as post graduate students with the University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines. All applicants must be South African citizens or permanent residents.

- POST 14/142** : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Karl Bremer Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health

Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality obstetric and gynaecological service and appropriate experience in Obstetrics and Gynaecology at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Obstetrics and Gynaecology, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training & research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Obstetrics and Gynaecology within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Obstetrics and Gynaecology in the Metro East ecosystem.

ENQUIRIES : Dr S Prithipal Tel No: (021) 918 1598
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 their 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)

POST 14/143 : **MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum
 (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Victoria Hospital
REQUIREMENTS : Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a 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 as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA- qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign- qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: A Valid driver's license. Competencies (knowledge/skills): Management of common surgical emergencies. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career

and involvement in research activities. Previous experience working within a surgical department of a district-/secondary-/tertiary-level hospital. Completion of Basic Life Support, FCS primary examination, Advance Trauma Life Support, Basic Surgical Skills courses.

DUTIES : To deliver safe, cost-effective and high-quality surgical care at all times and promote comprehensive peri-operative care of patients in the discipline of general surgery. This would include the following roles: Pre-operative assessment and resuscitation of surgical patients (including gynaecology, urology & ENT) presenting to the EC and planning appropriate operative management with guidance & supervision from senior specialists. Involvement (supervised) in daily ward rounds, outpatient clinics & elective theatre lists (including urology & ENT cases). Post-operative inpatient assessment & care, with appropriate investigation & management of possible complications. Teaching and training of community service medical officers, interns, students and nurses providing an appropriate level of care and knowledge. Planning & triaging (supervised) of efficient emergency & elective theatre lists, involving communication and discussion with anaesthetic & theatre nursing staff. Completion of medicolegal documents. Participation in research, audits and quality improvement programs. Commuted overtime within the department of surgery.

ENQUIRIES : Dr J Plaskett Tel No: (021) 799-1200, or email: Jeremy.Plaskett@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post.

POST 14/144 : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Karl Bremer Hospital
Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high quality in Internal Medicine service and appropriate experience in Internal Medicine at District level. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and medical intern level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.

DUTIES : Clinical service delivery in Internal Medicine, performed in all areas of the hospital, including wards, outpatients, theatre and the EC, with relevant procedural and surgical interventions. Clinical and administrative governance with effective self-organization, stewardship of scarce resources, participation in clinical reviews, with quality improvement, accurate medical record keeping and compliance with human resources and other policies. Teaching, training

& research including supervision of undergraduate students, interns and junior doctors as well as participation in the hospital academic program. Systems management and domain specific outputs (Metro East Ecosystem) - rendering of high-quality care in all aspects of Internal Medicine within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Internal Medicine in the Metro East ecosystem.

**ENQUIRIES
NOTE**

: Dr MMDEV Basson Tel No: (021) 918-1205
 : 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 their 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).

POST 14/145

: **PHARMACY SUPERVISOR GRADE 1**
 Chief Directorate: Metro Health Services

SALARY

: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE
REQUIREMENTS**

: New Somerset Hospital
 : Minimum Education 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 SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws that govern the practise of Pharmacy. Knowledge, insight and previous similar experience in a Departmental Hospital or Clinical Setting. Proven organisational and management skills. Information management and system analysis skills. Sound knowledge of drug stock control, finances and legal requirements of pharmacy management. Computer literacy (MS Word, Excel). Ability to function independently as well as part of a multidisciplinary team. Good communication and interpersonal skills. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff.

DUTIES

: Manage and ensure provision of quality pharmaceutical care, including prescription evaluation and dispensing of medication to patients and health workers, provision of professional advisory services to healthcare professionals and supervise the pharmaceutical workflow in the health facility. Ensure overall management and supervise effective drug supply management (procurement, storage, control, distribution and destruction) medicines and vaccines. Represent the Pharmacy Department at management and operational meetings and support the Pharmacy Manager in the overall management of pharmaceutical services, including acting in their absence when required. Ensure quality provision of pharmaceutical care by implementing and monitoring work procedures, policies and guidelines in keeping with Batho Pele, SAPC, National Drug Policy, Standard Treatment Guidelines and relevant national and provincial policies and guidelines. Ensure legislative compliance with the regulations of the Pharmacy Act, PFMA and Basic Conditions of Employment Act and the requirements of SAPC, National and Western Cape HRM and Finance policies. Perform operational, human resource and information management functions, including staff supervision, training, development and participation in quality improvement initiatives.

**ENQUIRIES
NOTE**

: Mr W Rosant Tel No: (021) 402-6460
 : No payment of any kind is required when applying for this post.

POST 14/146

: **MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY

: Grade 1: R1 041 402 per annum
 Grade 2: R1 188 255 per annum
 Grade 3: R1 375 245 per annum

		(A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Valkenberg Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Officer. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: None after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. - Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Ability to be on call and availability for Emergency situations. Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid driver's license. Willingness to participate in the commuted overtime system at Valkenberg Hospital. Competencies (knowledge/skills): Appropriate experience in Psychiatry or a mental health setting. Appropriate experience in teaching, training and supervision of students. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
<u>DUTIES</u>	:	Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to Medical Specialist or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
<u>ENQUIRIES NOTE</u>	:	Dr R Ori Tel No: (021) 826-5863
	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 14/147</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R720 819 per annum
	:	Vredendal Central Clinic, Matzikama Sub-District
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse.

Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or a post graduate diploma in the relevant speciality. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.

DUTIES : The effective management and execution of relevant Curative Programmes on PHC level within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health service within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of all Women's Health services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of the HAST programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

POST 14/148 : **CHIEF AUDIOLOGIST GRADE 1**

SALARY : R598 260 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: A minimum of 3 years appropriate experience as an Audiologist after registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Inherent requirement of the job: HPCSA accredited Additional Training in Cochlear Implant Mapping and Rehabilitation. Willingness to work overtime and be involved in research projects at the institution. Competencies (knowledge/skills): Successful completion of the HPCSA-accredited Short Course in Cochlear Implant Mapping and Rehabilitation. Appropriate experience as an audiologist rendering services of Cochlear Implant Mapping and Rehabilitation. Competency in the assessment and management of patients (adults, children and babies) with a hearing loss, in particular severe to profound sensorineural hearing loss. Competency in assessment, rehabilitation and mapping of cochlear implant patients of all ages. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing / cooperating in research projects within the Cochlear Implant Programme. Ability to mentor and teach junior staff members and post-graduate students.

DUTIES : Manage a clinical caseload within the Cochlear Implant Unit, which includes Assessment and management of patients of all ages for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Cooperate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under- and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Perold Tel No: (021) 938-4824 / 5086

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

- POST 14/149** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (WARD 5 AND WARD 6)**
Chief Directorate: Metro Health Services
- SALARY** : R571 161 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's license. Willingness to work weekends, overtime, Public Holidays and Night Duty. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility. The ability to function independently in a multidisciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word, Excel, PowerPoint and Outlook).
- DUTIES** : Provide leadership, management, governance and supervision of nursing services. Ensure the provision of optimal, holistic nursing care within the parameters of professional, legal and ethical practices. Effectively manage human and financial resources with emphasis on compliance of policies, practice and protocols. Ensure effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Provide effective management support to nursing services, hospital management including after-hours coverage and night duty.
- ENQUIRIES** : Mr M Njongonkulu Tel No: (021) 503-5077
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 14/150** : **OPERATIONAL MANAGER NURSING GRADE 1: GENERAL (FAMILY MEDICINE)**
Chief Directorate: Rural Health District
- SALARY** : R571 161 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) as a General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work rotational shifts, including day and night duty, as well as weekends and public holidays, in accordance with operational requirements. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to understand and follow policies, procedures, and protocols as Operational Manager Nursing (General: Family medicine). Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).
- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing & other personnel Bed Management. Manage human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display the core values of the Department of health WCG in the execution of duties.
- ENQUIRIES** : Ms LA Campbell Tel No: (044) 802-4371

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/151</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R496 668 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum Education qualification: Appropriate qualification in Social Work 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: A minimum of 7 years' appropriate experience in social worker after registration as Social Worker with SACSSP. Inherent requirements of the job: Valid (Code B/EB driver license. Competencies (knowledge/skills): Computer literacy (Microsoft). Robust and functional knowledge of social work, mental health, hospital clinical systems and relevant legislative frameworks. Ability to supervise, guide and support a team of social workers, within a wider multi-disciplinary team. Excellent communication, task prioritization, record keeping and crisis intervention skills. CLINICOM literacy will be an advantage.
<u>DUTIES</u>	:	Clinical service delivery in the form of direct patient consultations, crisis intervention, collaboration around complex cases and contribution to the multi-disciplinary team. Clinical and administrative governance including social work service coordination, performance management, team support & oversight, policy & procedure coordination, departmental administration and quality assurance. Teaching, training & research activities, including mentorship, professional development and participation in academic program. Systems management and discipline specific outputs including effective delivery of holistic social work service using a patient-centered & culturally sensitive approach, effective collaboration with internal & external stakeholders and effective multidisciplinary communication.
<u>ENQUIRIES</u>	:	Dr S le Roux Tel No: (021) 918-1990
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/152</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Alma CDC, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/ recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Willingness to work overtime and assist at other clinics, mobiles, satellites within the Sub District, when there is a need. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills verbal and written. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide

PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604 6106
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ 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 the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

POST 14/153 : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND GOVERNANCE**
Directorate: Health Intelligence

SALARY : R487 197 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Information Management. Experience: Appropriate experience in health information management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work away from home and work overtime when required. Competencies (knowledge/skills): Advanced computer skills in Microsoft Office 365. Analytical, strategic and conceptual thinking skills including numeracy, problem solving, business analysis. Good understanding of information management, data governance, health systems, epidemiological concepts and monitoring and evaluation. Project and staff management skills with an ability to perform confidently in a complex environment under pressure. Collaboration and interpersonal skills including excellent communication, writing and relationship management skills. Technical and system knowledge: Excellent computer skills (MS Office 365) with knowledge of Western Cape Government Health and Wellness electronic systems. Advanced Excel and PowerBI skills will be an advantage. Administrative and policy skills: Office admin, human resource management knowledge and skills with well-developed leadership abilities.

DUTIES : Develop an operational plan aligned with the strategic plan and department imperatives and ensure implementation of it through project management. Ensure the effective development, implementation and management of national and provincial information policies and systems through standardized data collection, stakeholder engagement, cross-team collaboration, and the expansion of automation and digitization. Ensure departmental data meets quality criteria through standardized processes, timely submission, and robust audit support, including conducting internal audits, monitoring compliance, compiling feedback reports, training, supporting facilities and compliance teams during audits, and developing and implementing effective data quality tools and procedures. Provide strategic decision support through accurate and timely data, information, knowledge, performance monitoring and evaluation, analysis reporting. Supervise, manage, lead and upskill a cohesive team/unit according to the relevant policies and procedures integrated with the rest of the directorate/s and department.

ENQUIRIES : Ms S Brinkmann Tel No: (021) 483-8046 or email: Samantha.Brinkmann@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical and competency assessment.

POST 14/154 : **ASSISTANT DIRECTOR: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R487 197 per annum
CENTRE : Clinical Service Improvement (Public Private Initiatives)
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in administration and coordination of public private sector initiatives or partnerships with stakeholders or third parties as well as project management. Inherent

requirement of the job: Advanced computer proficiency in MS Word, Excel and MS Office. Valid Driver's license. Willingness to travel. Competencies (knowledge/skills): Any legal, commercial and financial knowledge as it relates to public sector and private sector interventions or services. Knowledge of public sector supply chain and finance regulations/prescripts. Numeracy, Literacy, Analytical, logical and strategic thinking skills. Sound language verbal, written and Interpersonal Communication skills. Excellent writing, reporting, research and presentation skills. Administration, Financial Management, Human Resource Management and Change Management skills. Ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently. Ability to work under pressure.

DUTIES : Lead and coordinate the development, implementation, monitoring and quality assurance of PPIs and PPPs to ensure strategic alignment, effective stakeholder engagement and timely, high quality project delivery. Coordinate and compile accurate, requirements aligned departmental reports while providing technical inputs and supporting the Deputy Director with briefings, minutes, presentations and other technical documents. Identify and coordinate staff development initiatives, provide productivity enhancing tools and systems, and monitor development plans to strengthen workflow efficiency and overall component performance. Support the development and review of policies, guidelines, protocols and tools by contributing technical expertise, strengthening resource forecasting and prioritisation mechanisms, and ensuring alignment with best practice and legislative requirements. Conduct situational analyses, monitor system performance and resource trends, and synthesise evidence to inform planning, prioritisation and decision making within the Department and Directorate. Provide high quality technical, research and administrative support on emerging or ad hoc issues, including investigations, evidence summaries and project start-ups, ensuring timely and accurate delivery despite short turnaround times.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 14/155 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (HUMAN RESOURCES AND LABOUR RELATIONS)**
 Chief Directorate: Metro Health Services

SALARY : R413 001 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Human Resource Administration and PERSAL. Appropriate experience in Labour Relations within the Public Service context. Appropriate supervisory experience. Inherent requirement of the job: Valid Driver's license. Competencies (knowledge/skills): Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Sound practice, knowledge and experience of the PERSAL system. Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Ability to analyse data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint). Good communication skills (verbal and written). Willingness to perform overtime when required.

DUTIES : Render sound labour relations practices at institutional level. Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Adhere and correct application to all transversal personnel practices, policies and procedures. including all employment practices. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring

compliance to Human Resources policies. Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

- ENQUIRIES** : Mr J Adams Tel No: (021) 503-5034
NOTE : No payment of any kind is required when applying for this post.
- POST 14/156** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (COMPLIANCE)**
Directorate: Information Management and Governance (Health Intelligence)
- SALARY** : R413 001 per annum
CENTRE : Head Office, Cape Town (DICU)
REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data Governance. Inherent requirement of the job: Valid driver's license (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, CLINICOM, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people management skills together with communication, training and report writing skills.
- DUTIES** : Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.
- ENQUIRIES** : Ms R Diedericks at (067) 026 1515
NOTE : No payment of any kind is required when applying for this post.
- POST 14/157** : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
Chief Directorate: Metro Health Services
- SALARY** : R397 329 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirement of the job: A valid wiremen's license. Valid (Code B/EB) driver's license. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willingness to work overtime when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Ability to work under pressure and independently with good report-writing skills, conflict management and good interpersonal skills, as well as excellent verbal and written communication skills. Practical experience in maintaining and repairing refrigeration systems, electrical motors & equipment, CCTV cameras, access control, and electric fencing & all electrical components in a hospital or institutional environment.
- DUTIES** : Control over equipment, tools, plant and materials and provide in service training to subordinates. Do quality assurance on all maintenance and repair work performed, keep registers of all work done and maintain control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Performance manage and supervise the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Chief Artisan in ordering, procurement and control of maintenance materials.
- ENQUIRIES** : Mr J Petersen Tel No: (021) 503-5036

<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/158</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CORPORATE GOVERNANCE)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Observatory Forensic Pathology Institute (OFPI), Forensic Pathology Services Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in Supply Chain, Asset Management and Contract Management. Appropriate experience in LOGIS, SEB, CSD & EPS (Electronic Procurement System). Inherent requirement of the job: A Valid (Code B/EB) driver's license. Willingness to work overtime duties. Competencies (knowledge/skills): Knowledge in BAS and ECM (Electronic Content Management). Appropriate Finance knowledge. Ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Ability to work independently and in a team. Ability to work under pressure and meet deadlines. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of Batho Pele. Appropriate people and planning skills. Ability to interpret service level agreements. Ability to interpret and apply policies. Good working knowledge of relevant legislation, regulations and policies. Ability to teach and train subordinates. Appropriate knowledge of Human Resources and Labour Relations.
<u>DUTIES</u>	:	Effective supervision of subordinates. Effective co-ordination of Supply Chain Management processes and procurement. Effective co-ordination of Finance processes. Effective control of Assets and Stores. Ensure effective and efficient administrative HR support at the Forensic Pathology Laboratory.
<u>ENQUIRIES NOTE</u>	:	Ms TG Cornelius, email: Tracey.Cornelius@westerncape.gov.za No payment of any kind is required when applying for this post. The applicants will be subjected to an interview and competency test. Candidates will be subjected to security clearance prior to appointment. Shortlisted candidates may be subjected to a practical assessment.
<u>POST 14/159</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: MALE AND FEMALE PSYCHIATRY WARD)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Hermanus Hospital, Overstrand Sub-district Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A- 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/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 requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve and rotate in all areas within the Hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Effective Information Management.
<u>ENQUIRIES</u>	:	Ms C Spandeel Tel No: (028) 312-1166

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).

POST 14/160 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)**
Overberg District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE REQUIREMENTS : Otto Du Plessis Hospital, Cape Agulhas Sub-district
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR- A 4-year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3-year Diploma in Nursing (R171) that allows registration with the SANC as a General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the 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 a Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work within the Sub-district. Willingness to undergo Palliative Care training.

DUTIES : Facilitate the provision of holistic institutional nursing care to patients in an environment which promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regards to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. -Ensure that effective health promotion and comprehensive health care are in place for treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities and effective administrative management of reporting on Palliative care.

ENQUIRIES : Ms N Adams Tel No: (028) 424-1167

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)."

POST 14/161 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (TRAINING RELIEF: ICU, HIGHCARE AND RENAL)**
Chief Directorate: Rural Health District
(Contract until 31 January 2027)

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum
(Annual salary plus 37% in lieu of service benefits)

CENTRE : George Regional Hospital

<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR a 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by. Competencies (knowledge/skills): Knowledge of the nursing processes and procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<u>DUTIES</u>	: Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render advanced clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	: Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	: No payment of any kind is required when applying for this post. 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). Candidates who are not in possession of the stipulated registration requirements, may also apply.
<u>POST 14/162</u>	: <u>WORKS INSPECTOR: OCCUPATIONAL & EQUIPMENT SAFETY AND HEALTH CARE WASTE OFFICER</u> Directorate: Facilities Management (Sub-directorate: Occupational and Equipment Safety)
<u>SALARY</u>	: R280 278 per annum
<u>CENTRE</u>	: Head Office, Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: A National Diploma (T/N/S streams) or equivalent, or an N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. Experience: Appropriate experience in applying legislation and policies related to Occupational Health and Safety, Health Care Waste Management. Inherent requirements of the job: A valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Project Management, Research and support in Policy Development. Practical knowledge of relevant legislation and policies related to Occupational Health and Safety and Health Care Waste Management. Good organizational, interpersonal, leadership, conflict resolution and problem-solving skills. Attention to detail and the ability to work independently. Computer literacy and thorough knowledge of computer systems (Word, Excel, PowerPoint, Outlook). People management skills. Ability to work in a team and independently. Good verbal and written communication skills.
<u>DUTIES</u>	: Ensure WCDHW facilities comply with relevant Occupational Health and Safety and Health Care Waste Management requirements, legislation, codes of practice, standards and norms. Investigate, report on and assist with resolving Occupational Health and Safety and Health Care Waste incidents at facilities. Manage and facilitate Occupational Health and Safety and Health Care Waste Management training at WCGH facilities. Promote Occupational Health and Safety and Health Care Waste awareness at WCDH facilities. Maintain a Health Care Waste Management database and develop reports. Support in development of policies, standard operating procedures, norms and

		standards. Conducting site visits and inspections. Compilation of reports and report writing. Collating information and maintaining databases.
<u>ENQUIRIES</u>	:	Mr A Thomas Tel No: (021) 918-1233
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/163</u>	:	<u>PHARMACY ASSISTANT GRADE 1 TO 3 (POST-BASIC)</u> Directorate: Information Management
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC). Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the South African Pharmacy Council as Pharmacist's Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): A high level of computer literacy. Appropriate experience in Health Information Systems. Experienced in system support to be able to manage the Medicine Management systems used in the province. Experience in training end users Knowledge of the Regulations concerning pharmaceuticals and supply-chain management. Excellent communication skills, to manage the change management process within the organisation to achieve full acceptance of the system, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority.
<u>DUTIES</u>	:	Client services: Support and liaise with facilities using the Medicine Management Systems in the province. Management of all change control processes. Provide end user training in the use of the pharmacy system. Provide operational support at the facility. System maintenance: Maintenance of master files to ensure that the system complies with current regulations. Ensure effective communication regarding Pharmacy requirements such as data availability and data quality with Pharmacy role players, including end users and managers. Assist with compiling and maintaining system user manuals and procedures. Assist with the implementation and support of the Medicine Management System at Health facilities. Provide ad-hoc support to supervisor.
<u>ENQUIRIES</u>	:	Ms T Blockman at (072) 321-2015 or Mr J Maharaj Tel No: (021) 938-6513
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates will be required to undergo competency assessments/proficiency tests. "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).
<u>POST 14/164</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience of PERSAL and relevant functions. Appropriate experience of Salary systems and Personnel management. Inherent requirement of the job: Willingness to work after hours. Competencies (knowledge/skills): Knowledge of PERSAL. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook. Knowledge of the People Management prescripts and Regulations and basic understanding of Human

- Resource Management. Good interpersonal, communication and organizational skills and the ability to function under pressure and meet deadlines.
- DUTIES** : Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA and general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisors, management and members of the public with regards to Human Resource and Personnel matters. Responsible for Audit reports (COT) overtime, housing, rental, leave and ORW) and feedback to supervisor pertaining Audit finds.
- ENQUIRIES** : Ms D Martin Tel No: (021) 815-8573
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- POST 14/165** : **ADMINISTRATION CLERK: FINANCE/ADMIN (SCM) (ASSETS)**
Overberg District
- SALARY** : R237 453 per annum
- CENTRE** : Hermanus Hospital, Overstrand Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment, LOGIS and the EPS. Inherent requirement of the job: Valid (B/C1/EB) driver's license. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Good communication skills.
- DUTIES** : Perform tasks related to procurement administration, such as inviting quotes on EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management to be performed in the Overstrand Sub-district which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly BAS and LOGIS reconciliation reporting. Receiving services and preparing batches for payment. Ensure compliance with all relevant laws and prescripts related to the Supply Chain. Handle all telephone and written queries from relevant suppliers and end users.
- ENQUIRIES** : Ms CE Langley Tel No: (028) 312-1166
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- POST 14/166** : **ADMINISTRATION CLERK: (INCOME/ADMISSIONS) (X2 POSTS)**
Chief Directorate: Metro Health Services
- SALARY** : R237 453 per annum
- CENTRE** : Wesfleur Hospital
- REQUIREMENTS** : Minimum Education qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of Patient Admissions including the CLINICOM System. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
- DUTIES** : Registration and capturing of patient information on CLINICOM. Recordkeeping, filing, retrieving, tracing of folders, destruction and opening folders. Assessing of patients according to the means test (income). Cash Management. Switchboard and patient enquiries.
- ENQUIRIES** : Ms. N Van Staden Tel No: (021) 571-8040
- NOTE** : No payment of any kind is required when applying for this post.

- POST 14/167** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Mitchells Plain Community Health Centre
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience in Information Management. Inherent requirement of the job: A valid driver's license (Code B/EB). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Knowledge and experience in departmental systems, i.e., Health Information Systems i.e. PHCIS, Clinicom, Ideal clinic, Sinjani etc. Understand the Ditcom process and must have training skills.
- DUTIES** : Data collection, collation, capturing and reporting. Perform administrative role as a member of the Information Management team. Office administration (filing, attending meetings, typing minutes, etc). Assist with data management quality monitoring and facility support visits. Interpret and analyse data trends and maintain data retrieval efficiency. Participate in health information co-ordinating activities.
- ENQUIRIES NOTE** : Mr T Lewela Tel No: (021) 684-1418
No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical, and oral assessment.
- POST 14/168** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Red Cross War Memorial Children's Hospital, Rondebosch
Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and PERMIS. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).
- DUTIES** : Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.
- ENQUIRIES NOTE** : Ms S Share Tel No: (021) 658-5405
No payment of any kind is required when applying for this post.
- POST 14/169** : **ADMINISTRATION CLERK: SUPPORT SERVICES (PUBLIC PRIVATE INITIATIVES)**
Chief Directorate: Emergency and Clinical Services Support
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
Clinical Service Improvement (Public Private Initiatives)
Minimum educational qualification: Senior Certificate (or equivalent).
Experience: Appropriate experience. Inherent requirement of the job: A valid (code B/EB) driver's license. Willingness to travel when required for work purposes. Competencies (knowledge/skills): Analytical, logical and strategic thinking skills. Excellent writing and reporting. Computer proficiency in MS Excel, MS Word, and MS Office. MS Office training at an intermediate level and completion of Logis courses. Analytical and logical thinking. Ability to work under pressure. Ability to work both co-operatively with stakeholders and independently.
- DUTIES** : Responsible for identifying and documenting projects, conducting background research, and drafting project scopes and timelines to ensure objectives are achieved within defined project plan deadlines. Compile and analyse data through various Excel-based reports (Goods and Services, Biometric, GMT, and City of Cape Town reports) and present findings through PowerPoint presentations and graphical summaries. Facilitate recruitment and training processes by testing candidates, compiling required reports (PSETA QMR, departmental quarterly and expenditure reports), coordinating training arrangements, and supporting staff development. -Provide administrative and procurement support to management, maintain databases, validate data, and generate reports required for monitoring and decision-making processes. - Support additional projects, research, and administrative tasks aligned with the objectives of the Business Development Unit within agreed timelines.

ENQUIRIES : Ms A Stemele Tel No: (021) 815-8622
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 14/170 : **STAFF NURSE GRADE 1 TO 3 (WARD 9 AND WARD 99) (X2 POSTS)**
Chief Directorate: Metro Health Service

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Lentegour Hospital
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as 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/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 a Staff Nurse. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of nursing processes & procedures as outlined in Nursing, Health related & Public service legislation, regulations & policies. Function within the team and facilitate on the level of the post.

DUTIES : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms KP Tukutezi Tel No: (021) 370-1274
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)".

POST 14/171 : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**
Overberg District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Barrydale Clinic (X1 Post), Suurbraak Clinic (X1 Post), Swellendam Sub-district

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirement of the job: Valid (Code B/EB driver's license and willingness to travel. Willingness to support when necessary and to work at other clinics in the Sub-District as well as on Mobile Clinic. Competencies (knowledge/skills): Basic computer skills in MS Word and Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health and Wellness, Western Cape.

DUTIES : Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.

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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

- POST 14/172** : **TELKOM OPERATOR**
- SALARY** : R201 093 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualifications: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
- DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
- ENQUIRIES** : Ms M Fredericks Tel No: (021) 658-5111
- NOTE** : No payment of any kind is required when applying for this post.
- POST 14/173** : **NURSING ASSISTANT GRADE 1 TO 3**
Garden Route District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum
- CENTRE** : Bongoletu Clinic, Oudtshoorn Sub-district
- 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 Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work after hours when needed. Willingness to assist at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- DUTIES** : Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
- ENQUIRIES** : Ms CW Lucas Tel No: (044) 274 -1936
- 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).
- POST 14/174** : **NURSING ASSISTANT GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R181 230 per annum
Grade 2: R211 401 per annum
Grade 3: R249 141 per annum

<u>CENTRE REQUIREMENTS</u>	:	Murraysburg Hospital
	:	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 Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work shifts, including weekends, public holidays, night shifts and overtime. Willingness to rotate to other wards in the hospital and to assist at the Murraysburg Clinic when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES NOTE</u>	:	Ms FK Fass Tel No: (049) 844 - 0021/53
	:	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).
<u>POST 14/175</u>	:	<u>HOUSEHOLD AID (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team as well as the public. Ability to read, speak and write. Good communication skills. Ability to work in a team environment and independently.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.) Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES</u>	:	Ms L Chenga Tel No: (021) 658-5436 / Ms M Fredericks Tel No: (021) 658-5111
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 14/176</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (SESSIONAL) (CLINICAL OBSTETRICS) (16 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (3 Year Contract)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital
	:	Minimum Education qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in

Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Ability to manage all Obstetrics and Gynaecology cases competently. Ability to teach and supervise obstetric surgical procedures and assist in the management of obstetric surgical complications. Proven leadership abilities and experience in supervision of staff. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

DUTIES : Ensure an efficient and cost-effective obstetric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the obstetric department. Assist with the teaching and training of surgical skills in the obstetric theatre and provide surgical cover to assist with surgical complications when required. Ensure effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff and students (under and postgraduate). Assist in perinatal audit, as well as in the investigation and management of adverse incidents, patient complaints, and medicolegal cases as required.

ENQUIRIES : Dr TA Campbell Tel No: (021) 659-4924
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 14/177 : **CLEANER (SESSIONAL) (X3 POSTS)**
 Cape Winelands Health District
 (Contract until 31 March 2029)

SALARY : R94.86 per hour
CENTRE : Breederivier Clinic (X2 Posts)
 Nduli Clinic (X1 Post)

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies, and work at heights requiring the use of a stepladder. The ability to do physical tasks, operate heavy-duty cleaning and household equipment. Rotate in different clinics according to operational needs and requirements. Competencies (knowledge/skills): Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : Responsible for cleaning, including sweeping, dusting, mopping, scrubbing, polishing, refuse removal, cleaning of garbage bins daily, toilets, sluices and drains, cleaning of windows and walls in the clinic. Ensure that cleaning equipment is clean after usage and securely stored. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen, and serving of patients. Adhere to safety measures when handling waste. Attend in-service training appropriate to service delivery

ENQUIRIES : Mr G Moses Tel No: (023) 316-9600
NOTE : No payment of any kind is required when applying for this post.