

**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.

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	24 August 2026, 17:00 PM
<u>NOTE</u>	:	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

<u>POST 28/208</u>	:	<u>DEPUTY DIRECTOR: PACS/RISK (E-HEALTH CLINICAL SYSTEMS)</u> Directorate: Information Technology
<u>SALARY</u>	:	R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate three-year National Diploma or Degree. Experience: Appropriate experience in clinical information systems, health informatics, or information management. Appropriate experience managing and leading clinician-facing digital health systems and programmes. Proven experience in the implementation and operational management of clinical systems and/or specialised clinical platforms. Appropriate experience managing complex clinical workflows, interoperability, and healthcare standards in a regulated environment. Proven experience in project and programme management across the full system lifecycle, including procurement, implementation, and operational support. Experience working within the public health sector or similarly regulated healthcare environments. Inherent requirements of the job: In-depth knowledge of clinical workflows, particularly within diagnostic and specialist clinical services. Strong understanding of digital imaging systems, PACS/RIS/VNA and related clinical technologies. Knowledge of international healthcare interoperability standards. Ability to work closely with clinicians, technical teams, vendors, and governance structures. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong clinical systems and health informatics knowledge. Project and programme management expertise in clinical IT environments. Knowledge of IT, clinical and medico-legal governance frameworks. Experience with SCM, contract management, and SLA oversight. Excellent stakeholder engagement, communication, and negotiation skills. Strong analytical, problem-solving, and decision-making abilities. Ability to lead multidisciplinary teams in complex, high-risk environments.
<u>DUTIES</u>	:	Lead and manage the eHealth Clinical Systems programme, including clinician-facing digital health initiatives mandated by the executive. Oversee the planning, implementation, and operational management of PACS, RIS, VNA and other specialised clinical systems. Apply and enforce IT, clinical, and medico-legal governance across all eHealth clinical projects and operations. Manage procurement, contracts, and service level agreements in collaboration with SCM, SITA, and strategic partners. Ensure compliance with national and provincial policies, healthcare standards, and regulatory requirements. Provide strategic input into the digital health strategy, clinical interoperability, analytics, and innovation initiatives (including AI-enabled clinical solutions). Lead, manage, and develop the eHealth Clinical Systems team, including performance management, capacity building, and succession planning. Manage budgets, financial controls, and reporting for the eHealth Clinical Systems portfolio. Act as a key liaison between IT, clinical services, governance

		structures, and external partners. Collaborate with the broader IT ecosystem stakeholders and managers to implement departmental digital strategy.
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (021) 483-8945
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 28/209</u>	:	<u>DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R932 292 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Office of the Chief Director: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An Appropriate 3-year national diploma/degree. Experience: Appropriate managerial experience in stakeholder engagement, partnership management or programme coordination within the public sector. Appropriate experience working within a health service delivery environment. Proven experience in engaging with external stakeholders, including NPOs, donors, intergovernmental partners and service providers. Appropriate experience supporting or coordinating governance structures, committees and formal decision-making processes. Appropriate experience working with digital or stakeholder facing platforms (e.g. NPOMS/HSPP or similar). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel and work extended hours when required by service needs. Competencies (knowledge/skills): Strong strategic stakeholder management and facilitation skills. Sound understanding of government governance and decision-making processes. High level written and verbal communication skills, including drafting of submissions, briefing notes and reports for senior management. Ability to manage politically and operationally sensitive engagements. Strong organisational, analytical and coordination skills. Digital literacy, particularly in relation to stakeholder facing systems and data enabled decision making. Exposure to system reform and provincialisation initiatives.
<u>DUTIES</u>	:	Lead and coordinate structured stakeholder engagement in support of Metro Health Services strategic priorities and service delivery. Serve as the primary interface between Metro Health Services and external stakeholders, including NPOs, donors, intergovernmental partners, academic institutions and private sector partners. Establish, coordinate and support governance structures, including steering committees, technical working groups and task teams linked to key programmes and platforms. Provide leadership for stakeholder facing components of NPOMS/HSPP, including onboarding, communication, change management and compliance support. Support provincialisation and system reform initiatives, ensuring alignment between Metro, Rural and Provincial stakeholders. Draft and coordinate strategic communication, submissions and briefing material for EXCO, Service Connect and other governance forums. Supervision and management of personnel that reports to this post. Identify opportunities to improve stakeholder coordination through digital enablement, innovation and improved processes. Maintain oversight of stakeholder related risks, ensuring compliance with departmental policies, governance requirements and audit standards. Provide regular progress reports to senior management and relevant governance structures.
<u>ENQUIRIES</u>	:	Ms A Janse van Rensburg Tel No: (021) 815-8699
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 28/210</u>	:	<u>PHARMACIST GRADE 1 TO 3 (PRODUCTION)</u>
<u>SALARY</u>	:	Grade 1: R882 816 per annum Grade 2: R954 339 per annum Grade 3: R1 041 402 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: Grade 1: None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC in respect of SA

qualified employees. 6-years relevant experience after registration as pharmacist with a recognized foreign Health Professional council in respect of foreign qualified employees, of whom it is not required to perform Community service as required in South Africa. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years relevant experience after registration as pharmacist with a 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. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Willingness to perform standby duties and call-out duties when required to do so. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain systems. Ability to manage and supervise staff in the absence of the manager and to conduct all administrative functions required.

DUTIES

: Pharmaceutical service delivery includes services within the boundaries of RWMCH and improving continuity of care within the Ecosystem it serves. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the implementation and management of Antimicrobial Stewardship (AMS).

ENQUIRIES

: Mr E Williams Tel No: (021) 658-5031

NOTE

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

POST 28/211

: **ASSISTANT MANAGER NURSING: (HEAD OF NURSING)**
West Coast District

SALARY

: R720 819 per annum

CENTRE

: Vredendal Hospital, Matzikama Sub-district

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 Professional Nurse or General Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after hours. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Experience in change management, people management, conflict management, problem solving, negotiation, and strategic planning. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Expertise in quality improvement, infection prevention and control strategies and in-depth knowledge and application of Ideal Hospital. Computer literacy (MS Word, Excel, PowerPoint & Outlook). Extensive knowledge and understanding of the District Health System and the implementation thereof, relevant nursing legislation, policies and protocols of the Department of Health, Western Cape as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.

<u>DUTIES</u>	:	Provide leadership and co-ordinate the nursing service within designated levels of care. Manage and monitor the cost-effective utilisation of human, financial and physical resources. Manage nursing research, nursing practice development and training programmes. Clinical governance and realisation of strategic goals and objectives of the Nursing Division. Manage nursing quality assurance Programme and develop nursing policies.
<u>ENQUIRIES</u>	:	Dr ECT Ockhuis Tel No: (027) 213-2039
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/competency test.
<u>POST 28/212</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)</u> Garden Route District
<u>SALARY</u>	:	R571 161 per annum, (Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE</u>	:	Ladysmith Hospital
<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. 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 South African Nursing Council as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to perform overtime, after-hours, weekends, standby duties, and assist with shift work when needed. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Ability to function under pressure, independently and as well as part of a multi-disciplinary team. Good organisational, interpersonal, leadership, decision making, and conflict resolution skills. Basic computer literacy.
<u>DUTIES</u>	:	Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms A Laubscher Tel No: (028) 551-1010
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 28/213</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880 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 accredited with the SANC in Advanced Psychiatric Nursing Science (R212). 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. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as 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/recognizable experience after obtaining the one-year post-basic qualification (R212) or a post graduate diploma (R635) in the relevant specialty. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments within the psychiatry unit. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

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

ENQUIRIES : Ms A Meiring Tel No: (021) 404-3172
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty.

POST 28/214 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT**
 Chief Directorate: People Strategy

SALARY : R487 197 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree (NQF 6 or higher) in Human Resource Management, Organisational Development, Industrial Psychology or a related field. A recognised Change Management accreditation or certification (e.g. Prosci or similar) will be advantageous. Experience: Appropriate experience in change management, organisational development or a related environment. Inherent requirement of the job: Valid Code 8 (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of change management principles, models and methodologies. Knowledge of organisational culture and leadership theory and models. Good verbal and written communication skills, including facilitation and report writing. Diagnostic and analytical skills, including the ability to interpret organisational data and identify emerging themes. Good interpersonal, stakeholder engagement and influencing skills. Sound practical computer skills in MS Office (Word, Excel, PowerPoint), Outlook and Teams. Preparedness to work overtime, travel and stay overnight when required.

DUTIES : Ensure change management activities align with departmental strategies, DPSA frameworks and policies through research, analysis, interpretation and advisory support, and contribute to the translation of these frameworks into practical implementation approaches. Facilitation and implementation of Change Interventions and initiatives through stakeholder engagement, coaching and structured facilitation to drive adoption. Co-ordinate and execute organisational surveys to track organisational transformation change and participate in procurement processes. Reporting, Monitoring and Evaluation (M&E) on change management activities and ensure accurate and consolidated information for departmental decision making. Operational planning, People Management and Financial Management responsibilities i.e. day-to-day supervision of staff, workflow and operations management, procurement, contract and asset management, compliance monitoring with departmental policies.

ENQUIRIES : Ms F Heunis Tel No: (021) 483-6531

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

POST 28/215 : **ASSISTANT DIRECTOR: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING**

Directorate Management Accounting

Sub-Directorate: Strategic Budget Analysis

SALARY

: R487 197 per annum

CENTRE

: Head Office, Cape Town, stationed at Bellville Health Park in Bellville

REQUIREMENTS

: Minimum educational qualification: An appropriate 3-year National Diploma/Degree (e.g. IT, Data Science, Finance, Accounting, or others subject with numerical orientation) (or equivalent). Experience: Appropriate experience in financial data analysis, management accounting, financial administration, budgeting, costing or financial reporting. Appropriate experience in the advanced use of Microsoft Excel. Appropriate experience in the use of database management and analytics tools such as Microsoft Azure, SQL Server, Power Query and VBA programming. Inherent requirements of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Advanced proficiency in Microsoft Excel. Demonstrated ability to analyse large, complex datasets, perform data cleaning and transformation, and generate actionable insights to support decision-making. Knowledge of management accounting, budgeting, financial modelling, data analytics and business intelligence, with the ability to analyse and interpret complex financial and operational information. Advanced computer literacy, including proficiency in Microsoft Excel (advanced functions, Power Query and/or Power Pivot), Microsoft Access, SQL Server, Power BI and other data analytics and reporting tools. Strong analytical, problem-solving and critical thinking skills, with the ability to develop practical, evidence-based solutions. Proven people management, coaching and staff development skills. Excellent interpersonal, communication, stakeholder engagement and conflict resolution skills, with the ability to work collaboratively across all organisational levels and independently where required.

DUTIES

: Lead financial modelling and database management activities that support strategic planning, budgeting and decision-making. Analyse and interpret complex financial and non-financial information, providing evidence-based insights and recommendations to management. Oversee data governance, including data extraction, validation and quality assurance, to ensure the integrity and quality of financial and management information. Continuously review the effectiveness of existing databases and financial reporting models and develop automated reporting solutions. Monitor expenditure, cash flow and budget performance through forecasting and variance analysis to promote sound financial management. Prepare cost estimates, financial assessments and supporting analyses to inform planning, budgeting and resource allocation. Build organisational analytical capability by providing technical guidance and training to Sectors and Institutions on forecasting methodologies, financial reporting and the interpretation of management information. Manage and develop staff to ensure the effective delivery of financial analytical services.

ENQUIRIES

: Ms W Hanekom Tel No: (021) 815-8608

NOTE

: No payment of any kind is required when applying for this post. (click "online applications").

POST 28/216 : **INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY/ IMAGING UNIT)**

SALARY

: R413 001 per annum

CENTRE

: Tygerberg Hospital, Parow Valley

REQUIREMENTS

: Minimum educational qualification: A National Diploma, (T, S or N Stream in Light Current Electrical- Engineering Field) or a B-tech degree in Electronic or Mechanical engineering. Experience: Appropriate proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Appropriate experience in the installation of medical X-ray equipment and QA assessment. Inherent requirement of the job: Valid Code B (Code 08) driver's license. Perform standby and after hour call-out duties. Perform overtime functions when required. Competencies (knowledge/skills): Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability to carry out basic mechanical repairs.

		Possess accurate technical ability and insight in order to identify and solve technical problems. Ability to perform fault finding down to component level by means of circuit diagrams and test gear. Ability to make use of various basic and sophisticated hand tools, power tools, machinery and test equipment to carry out functions. Computer literate (MS -Word, -Excel and -Access). -Good communication skills (written and verbal). Ability to perform administrative functions. Ability to work as a team member and on occasions on own initiative with the minimum supervision. Ability to organize and plan tasks and functions. Ability to provide on the job training and monitoring of junior technicians. Ability to perform supervisory functions. Sound knowledge of medical Imaging equipment. Ability to draft specifications of medical equipment. Have first-hand installation experience. Ability to plan and control budgets.
<u>DUTIES</u>	:	Perform Electro-Mechanical repairs, routine maintenance, inspections, quality assurance testing and evaluation of relevant Medical equipment belonging to Tygerberg Hospital and any institutions under its control. Perform acceptance inspection and testing for new or donated equipment. Inform on serviceability of equipment. Ensuring that the equipment meets the legal and safety requirements of the manufacturers, users, and statutory bodies. Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. -Perform incident investigations and inform supervisor of any hazards and/or recall and act on notifications. Maintain a detailed and accurate administrative system for example service history, expenditure, and tracking inventory. Responsible for the day to day functioning of the human and other resources under the post's control for example work distribution, prioritizing work and other supervisory functions. Training and monitoring of junior technical staff. Specification drafting. Provide detailed preventative maintenance schedules. Be on call for after hour services and repairs. Administrative functions as required by the Clinical Engineering Department. Ensuring compliance of the OHS Act of 1993. Liaison with hospital personnel and private sector representatives. Responsible to the Unit Manager of the workshop.
<u>ENQUIRIES</u>	:	Ms M Rossouw Tel No: (021) 938-4634
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. A full detailed job description is available on request. Orientation to the functioning of the Electronic Unit and Clinical Engineering Department will be provided to the successful candidate.
<u>POST 28/217</u>	:	<u>INDUSTRIAL TECHNICIAN (PRODUCTION): ELECTRONICS</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Clinical Engineering Goodwood, Electronics section
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training Advanced knowledge of managing, planning and organizing maintenance schedules.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.
<u>ENQUIRIES</u>	:	Mr W Padayachee Tel No: (021) 590-5008

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview and will also need to sign a form allowing background, criminal, qualification, credit and driver's license verification.
<u>POST 28/218</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Office of the Chief Director (Mossel Bay)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualification on a higher level may also be accepted on condition that the subjects of the qualification align to the functions of the job. Experience: Appropriate experience in rendering secretarial/ administrative support services to management/ senior management. Inherent requirement of the job: Valid SA driver's licence (Code B/EB). Competencies (knowledge/skills): Computer literacy, with knowledge in the MS Office Suite (MS Word, Excel, PowerPoint, Teams, Outlook) and AI Applications. Good interpersonal, verbal and written communication skills (including telephone and email etiquette). High-level reliability and ability to function in a team and or independently. Ability to analyse information and draft reports. Self-Management and motivation, including good grooming and presentation. Sound organisational skills. Maintain a high level of professionalism and confidentiality. The ability or experience to effectively manage the diary and related support functions remotely when required.
<u>DUTIES</u>	:	Provide executive secretarial support in-person or remotely to the Chief Director (i.e diary management, administrative support and records management). Render Administrative support services to the Chief Director, including procurement of goods and services. Support the Chief Director with the Administration of the budget in the office of the Chief Director. Provide support to the Chief Director regarding meetings, including minute taking and presentations. Support the Chief Director with the administration of all People Management/Human Resource aspects. Render an administrative service to staff within the office of the Chief Director Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms A Loliwe Tel No: (044) 695-0047
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 28/219</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum (Plus an 8% rural allowance of your annual basic salary)
<u>CENTRE</u>	:	Skurweberg Mobile and Bella Vista Clinic, Witzenberg 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 OR a 4-year bachelor's 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 a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years of appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District, inclusive of Mobile facilities, when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbally and in writing). Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel, and Outlook) to be able to

		communicate, capture patient information, check results, capture data, and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of quality basic nursing patient centred care in a Clinic setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Community participation, outreach and support. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms N Tyesi Tel No: (023) 316-9600
	:	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 28/220</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: HIV/AIDS/STI/TB)</u> Chief Directorate: Metro Health Services
<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>	:	Valkenberg Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) 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. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to perform shiftwork, rotation in night duty and over weekends/public holidays. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care to mental users with set standards within a professional/legal framework. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in-training and research.
<u>ENQUIRIES NOTE</u>	:	Ms L Marepula Tel No: (021) 440-3107
	:	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 28/221</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GENERAL INPATIENT)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum

		(Plus non pensionable rural allowance of 8% of your annual basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Riversdale Hospital
	:	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 SANC as a Professional Nurse. Experience: Grade 1: None 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 work shifts, night duty, overtime, public holidays and weekends. Willingness to assist at other wards in the hospital and at the clinics in the Sub-district when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES NOTE</u>	:	Mr NL Mphato Tel No: (028) 713-8643
	:	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).
<u>POST 28/222</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: OPD, SPINAL ICU, GENERAL MEDICINE) (X4 POSTS)</u>
<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>	:	Groote Schuur Hospital, Observatory
	:	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's 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 Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Work Shifts Including Weekends, Public Holidays and Night Duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Rotate to other departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing Practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).

<u>DUTIES</u>	:	Provision of quality nursing care within set standards. Effective human resource utilization and development. Effective Monitoring of Financial Resources. Initiate and participate in research and data collection.
<u>ENQUIRIES</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>POST 28/223</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	HIV/AIDS George Sub-district (Stationed at Rosemoor CC)
<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. 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 SANC as a Professional Nurse. Experience: Grade 1: None 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 assist/relieve at other Primary Health Care facilities (e.g. Community Day Centres, Clinics, Satellite Clinics, Mobile Clinics). Willingness to work shifts and assist in the hospital when needed. Willingness to work overtime when needed. Valid driver's license. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms MFJ Marthinus Tel No: (044) 814 1100
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 28/224</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with SAPC as a Pharmacist Assistant (Post-Basic) or Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as a Pharmacist Assistant (Post Basic) (Institutional) or Pharmacist Assistant (Post Basic). Experience: Grade 1: None after registration as Pharmacist's Assistant (Post Basic) with the SAPC. 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 requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after hour duties. Willingness to perform after hours & relief duties within the ecosystem of Saldanha Sub District. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Knowledge with JAC/WellSky dispensing system. Time management, strategic planning, prioritizing of tasks.
<u>DUTIES</u>	:	Effective control of pharmaceutical stock. Ensure effective Pharmaceutical Care (Dispensing) including the Chronic Dispensing Unit within the Sub District. Assist with collection of Pharmacy Data and recordkeeping. Promote and assist with optimal Pharmaceutical Advisory Service with the relevant multi-disciplinary teams. Ensure effective Quality of Health Service. Provide support to supervisor and perform relief duties when required in clinics within the Sub District.
<u>ENQUIRIES</u>	:	Ms. E Julius Tel No: (022) 709-7237
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 28/225</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R253 341 per annum Grade B: R297 249 per annum Grade C: R345 342 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in Electrical field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) drivers' licence and willingness to travel. Willingness to be available after hours and perform standby duties. Competencies (knowledge/skills): Ability to do fault finding and repairs to electrical equipment and installations. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations.
<u>DUTIES</u>	:	General maintenance and repair of electrical items such as lights, plugs, distribution boards, circuit breakers, motors and industrial equipment. Manage the control of tools, equipment and stock. Ability to maintain minor mechanical and electrical installation's, fault finding, as well as all General Maintenance work. Perform new installation work or expand existing electrical services. Render assistance to the Artisan foreman and Chief artisan and effective supervision and training of subordinates. The ability to perform basic duties and record-keeping of logbooks. Maintenance on UPS systems and Generators. Assist Artisan foreman and Chief Artisan in compiling of

		specifications for electrical projects and project coordination. General substation maintenance.
<u>ENQUIRIES</u>	:	Mr W Krüger Tel No: (021) 938-4240
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 28/226</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing, Central Administration office, Stikland
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate People Management experience. Appropriate PERSAL experience and Recruitment and Selection. Inherent requirement of the job: Prepared to work overtime when required. Candidate must have a valid Driver's License. The incumbent will be expected to support multiple campuses with HR processes, when operational needs dictate. Competencies (knowledge/skills): Good interpersonal, decision making and problem-solving skills. Good communication skills. Ability to work in a team as well as independently. Ability to work under pressure.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, debt management and verification of documents. Responsible for capturing transactions on PERSAL and audit personnel- and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintain registers, i.e. PILIR, RWOPS, appointment and service terminations. Recruitment and selection.
<u>ENQUIRIES</u>	:	Mr DP Bending Tel No: (021) 831-5829
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.
<u>POST 28/227</u>	:	<u>PRINCIPAL LINEN SUPERVISOR</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate Experience in Hospital Linen Bank and Appropriate Supervisory Experience. Inherent requirements of the job: Perform relief duties within the hospital linen management setup. Willingness to work overtime during weekends and Public Holidays. Competencies (knowledge/skills): Ability to achieve good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge and ability to interpret the Western Cape Department of Health and Wellness Hospital Linen Management Policy.
<u>DUTIES</u>	:	Effective communication and liaising with regarding operational aspects of the outsources laundering and linen management services. Monitor and assist with linen operational processes of the outsourced contractual obligations of the outsourced linen and laundry contractor. Effective quality linen control in terms of hospital end-users as supplied by the contractor. Effective supervision of the Linen Management component and supervision of Linen Supervisors.
<u>ENQUIRIES</u>	:	Ms.P Gudwana Tel No: (021) 404-5315
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 28/228</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a hospital environment. Inherent requirement of the job: Willingness to work 12-hour shifts, night duty, weekends and public holidays. Expected to rotate within the admissions components, based on operational requirements. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Appropriate Clinicom experience.

<u>DUTIES</u>	:	Render an effective and efficient Patient Administration service at the Reception Point according to DOH policy and ensure accurate assessment of patients to the means test and billing of patient accounts. Assess patients and registering of new patients with complete relevant Clinicom system transactions, Hospital Memorandum 18 and UPFS manual. Responsible for sound cash management, that of state custody and record keeping of state monies. Handle telephonic and personal enquiries regarding patients Effective co-operation and support to supervisor, colleagues and members of the Management team and Filling, Drawing of folders and any ad-hoc duties.
<u>ENQUIRIES</u>	:	Ms R Abrahams Tel No: (021) 402-6340
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 28/229</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Central Karoo District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate experience in Clinicom. Inherent requirement of the job: Willingness to work overtime. The incumbent is expected to assist/relieve at other wards based on operational requirements. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organizational skills.
<u>DUTIES</u>	:	Provide support/relief to staff and supervisors as operationally required regarding waiting list and patient administration. Perform Patient administrative functions within the Ward which include admissions, transfers, discharge of patients, transport bookings, patient queries, reviewing of patient information. Perform daily ward rounds and ensure all patient movements are captured on Clinicom. Providing effective general administrative support to the Ward and Hospital including folder administration and ad hoc ward duties. Ensuring resources within the ward are managed effectively, replenishment of stock and managing stock. Performing data collection and compilation of duties for the wards monthly.
<u>ENQUIRIES</u>	:	Mr JCB Kiewiet Tel No: (023) 414-8200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment.
<u>POST 28/230</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Finance and Supply Chain Management
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literate in Microsoft Office. Knowledge of Supply Chain Management processes, PFMA and AOS. Knowledge of LOGIS and EPS. Ability to effectively communicate (verbal & written).
<u>DUTIES</u>	:	Demand and acquisition management of goods and services. Assist with the preparation of inputs for the annual financial statements (AFS) and ensuring audit compliance. Advertising requests on the EPS and conducting SCM evaluations according to SCM prescripts. Prepare batches, draft minutes for QC and vetting committee. Placing of orders with suppliers and maintaining accurate filing systems. Address supplier and user queries. Monthly reporting. Perform assisting and relief duties within SCM component.
<u>ENQUIRIES</u>	:	Mr M Petersen Tel No: (021) 815- 8656
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

<u>POST 28/231</u>	:	<u>STERILIZATION OPERATOR SUPERVISOR (CSSD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7)). Experience: Appropriate experience as a CSSD operator. Inherent requirement of the job: Be willing to work overtime, which may include weekends. The ability to handle heavy equipment and perform heavy duty functions, e.g. transport of heavy stock trolleys. The ability to report defects (test data), to do elementary stock control. Competencies (knowledge/skills): Appropriate knowledge, skills and competencies required to supervise and manage staff effectively, including leadership, planning, communication and interpersonal skills. Must have numeracy skills and should be able to think analytically. Be able to supervise and be assertive. Sound knowledge of steam sterilisation practices and decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework.
<u>DUTIES</u>	:	Supervise service in terms of control, cleaning, sterilizing, packing, and collecting of instruments and distribution of sterile instruments. Ensure continues monitoring and evaluation of staff reporting to you. Supervise and implement the cleaning control and testing of washing machines, autoclaves and other equipment in the department. Optimal support to operational manager and colleagues. Ensure maintenance of standards for quality and safety. -Manage financial, physical and human resources. Manage human resources. Maintain growth and development of self and others. 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. Shortlisted candidates may be subjected to a practical test.
<u>POST 28/232</u>	:	<u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (VARIOUS INSTITUTIONS) (X7 POSTS)</u> Chief Directorate: Emergency and Clinical Support Service
<u>SALARY</u>	:	Grade 1: R194 988 per annum Grade 3: R226 701 per annum
<u>CENTRE</u>	:	Metropole District Cape Winelands District Central Karoo District Garden Route District Overberg District West Coast District Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 1: Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. -Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. -Good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with

		regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<u>ENQUIRIES</u>	:	EMS Southern District Office – Mr M Mdzeke Tel No: (021) 374-2316 / Mr K Ndiki Tel No: (021) 374-2316/7
		EMS Eastern District Office – Mr M Petersen Tel No: (0210) 361-6568 / Ms N Mlatsha Tel No: (021) 816-8807
		EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
		EMS Cape Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022
		EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219/ Mr M Jacobs Tel No: (028) 284-9100;
		EMS Garden Route District Office - Mr J Jansen Tel No: (044) 802-2517 / Ms L Jacobs Tel No: (044) 802-2521; EMS Central Karoo District Office – Mr J Jansen Tel No: (023) 449-8202 / Ms L Fortuin Tel No: (023) 449-8209
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. Shortlisted candidates will be expected to undergo a practical assessment.
<u>POST 28/233</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE REQUIREMENTS</u>	:	Clanwilliam Hospital, Cederberg Sub-district
	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council (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 after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to rotate to other wards in the facility. Must be prepared to work shifts, weekends, and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint and knowledge of recordkeeping procedures. Good communication and interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team. Ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Assist patients with activities of daily living (Physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilisation of resources.
<u>ENQUIRIES</u>	:	Mr. NM Goeieman Tel No: (027) 482 2166
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 28/234</u>	:	<u>STERILISATION OPERATOR PRODUCTION (CSSD)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley

<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in a Central Sterilization Service Department. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate within the CSSD department.
<u>DUTIES</u>	:	Effective application of sterilisation processes and techniques. Promote/adhere to infection control, as well as health and safety regulations. Check, decontaminate, pack and sterilise instruments, linen and supplies. Assist with cleaning and testing of sterilisation equipment, disinfectant washers and autoclaves, lift and pushing heavy equipment. Maintain equipment in an optimum working condition and utilise resources. Use autoclaves, disinfectant washers and equipment/consumables in a cost-effective manner. Ensure surgical instrument trays is packed and marked correctly. Monitor, control and maintain adequate stock levels, report and assist with the investigation of lost instruments/ equipment.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 28/235</u>	:	<u>HOUSEHOLD AID</u> Garden Route District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a household / cleaning environment in a health facility. Inherent requirement of the job: Willingness to work weekends, shifts, overtime, public holidays and night duty. The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to assists in other wards when needed. Competencies (knowledge/skills): Basic knowledge of cleaning equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Appropriate knowledge of stock, assets, linen and equipment control.
<u>DUTIES</u>	:	Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to occupational health and safety policies and Infection prevention control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
<u>ENQUIRIES</u>	:	Ms JA Mahlangu Tel No: (044) 604-6104
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 28/236</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (10 SESSIONS 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</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesia. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesia. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Anaesthesia. Inherent

requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Appropriate experience in obstetric anaesthesia. Ability to work in a team and with all levels of staff. Interest in training junior anaesthetists and students in a career in anaesthesia. Computer literacy.

DUTIES

: To deliver comprehensive anaesthesia and critical care services to patients in theatre and the wards at Mowbray maternity Hospital. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Perform clinical teaching and training of interns, students and nursing colleagues. Rotating through the hospitals affiliated with the University of Cape Town, namely Groote Schuur Hospital, New Somerset Hospital and Mowbray Maternity Hospital. Management duties such as statistics, presentations and research. Management of the epidural and pain service at Mowbray Maternity Hospital.

ENQUIRIES
NOTE

: Dr C Pfister Tel No: (021) 404-5001

: 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)".