

**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** : 11 September 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 31/425** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Communicate (verbal, read, write). Inherent requirements of the job: Available and willing to participate in after-hours duties; if required. Valid (Code B/EB) driver's licence.
- DUTIES** : Provide specialist clinical services to inpatients and outpatients. Perform outreach services within the Rural West ecosystem. Management of relevant clinical governance, resource stewardship and administrative requirements. Leadership of a multi-disciplinary clinical team. Clinical teaching, training, and research.
- ENQUIRIES** : Dr C Prinsloo Tel No: (021) 860-2500 or email: charl.prinsloo@westerncape.gov.za
- NOTE** : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be required to undergo a practical test. It should be noted that advertised posts are linked to the Institution that forms part of the Ecosystem Service platform. Upon

appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

<u>POST 31/426</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDIC SURGERY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health 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 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 driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Orthopaedic Surgical service with appropriate skills and experience at district level or equivalent. Proven clinical skills including surgical and procedural competency with willingness to teach & train undergraduates and junior doctors. Strong ethical principles and resilience, with excellent communication, leadership and problem-solving skills. Strong administrative and clinical governance skills including digital literacy.
<u>DUTIES</u>	:	Clinical service delivery in Orthopaedic Surgery, 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 Orthopaedics within the district level package of care, in a professional & collegial manner, aligned with the requirements & outputs of Orthopaedics in the Metro East ecosystem.
<u>ENQUIRIES</u>	:	Dr Craig Brown Tel No: (021) 918-1911
<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 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). Candidates will be subjected to a written/practical and oral assessment.

<u>POST 31/427</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs), (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Karl Bremer Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Anaesthesia. Registration with a professional council: Registration with the HPCSA as 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 in Anaesthesia, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist in Anaesthesia, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work commuted overtime. Competencies (knowledge/skills): Clinical experience in Anaesthesia and critical care and be able to render high-quality clinical care in district level Theatre-Anaesthesia-Surgery environment, including responsibilities in high care. Excellent administrative and clinical governance skills. Ability to balance a large, diverse clinical workload, with the teaching and supervisory requirements of the position. Be computer literate, have strong administrative, managerial, communication and conflict resolution skills.
<u>DUTIES</u>	:	Clinical service delivery at specialist level across the full spectrum of district level Anaesthesia, including operating theatres, endoscopy suite, high care unit and wards. Administrative & clinical governance including lead-clinician activities, performance management, theatre & equipment management, morbidity & mortality review, medical record keeping, data analysis and quality improvement. Teaching, training and supervision of registrars, medical officers, interns and students, as well as participation in the hospital academic program. Domain specific outputs and participation within the Metro East ecosystem, with a focus on district level theatre efficiency and including all aspects of Theatre-Anaesthesia-Surgery (TAS) functioning, alignment with & participation in Anaesthesia in the Metro East ecosystem.
<u>ENQUIRIES NOTE</u>	:	Mr J Lucas (CEO) Tel No: (021) 918-1223
	:	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).
<u>POST 31/428</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Anaesthesiology. 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 Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesiology. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Provide comprehensive clinical services. Organise and contribute to the anaesthetic skills training courses. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Build and maintain Departmental team spirit and development.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.

POST 31/429 : **REGISTRAR (EMERGENCY MEDICINE)**
 Chief Directorate: Metro Health Services
 (4-Year Contract)

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

CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Emergency and after-hour call cover. Willingness to travel and perform duties at various training complexes. FCEM (SA) Part 1 completed. Competencies (knowledge/skills): Effective leadership & interpersonal skills. Computer literacy (MS Word, Excel, PowerPoint and internet research. ATLS/ACLS/APLS or PALS certification.

DUTIES : Provide safe medical care for emergency patients presenting to the emergency departments of Khayelitsha District Hospital and associated training hospitals. Perform on-site after-hours duties as per the call roster. Supervise, train, and support medical interns, students, and medical officers who provide care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Learn critical skills required of an Emergency Physician. Involvement in research/audits relating to Emergency Medicine. Administrative and medicolegal duties. Maintain professional conduct.

ENQUIRIES : Dr C Kibamba Tel No: (021) 360-4331

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 apply on condition that proof of application and payment of prescribed registration fees to the relevant council are submitted on or before the interview date. This concession applies only to first-time registrations or change in registration status. Appointment as Registrar will be on contract and will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. -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. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship, should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Stellenbosch or University of Cape Town according to the yearbook and guidelines." Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues.

POST 31/430

: **MEDICAL OFFICER GRADE 1 TO GRADE 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**

: Mitchells Plain District Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Participation in commuted overtime is compulsory. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.

DUTIES

: Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants.

Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.

**ENQUIRIES
NOTE**

- : Dr T Crede Tel No: (021) 377-4391
- : 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 31/431

- : **MEDICAL OFFICER GRADE 1 TO 3 (EMERGENCY 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**

- : Mitchells Plain District Hospital
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professions Council of South Africa 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 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South-Africa. Inherent requirement of the job: A valid (Code B/EB) drivers license Completion of Basic Life Support (BLS) and Advanced Cardiovascular Life Support (ACLS). Participation in commuted overtime is compulsory. Qualified with Dip PEC(SA) (Diploma in Primary Emergency Care). Willingness to participate in audits, research and quality improvements projects. Competencies (knowledge/skills): Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell patients.

DUTIES

- : Clinical management of all emergency medicine presentations to the emergency centre including neonates, children and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the EC. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters. Participate in research and innovation with regards to systems/publications/conference etc.

**ENQUIRIES
NOTE**

- : Dr K Evans Tel No: (021) 377-4496
- : 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 31/432</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (NEONATOLOGY)</u> (2-Year Contract) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration with the HPCSA as a Medical Practitioner in respect of South African (SA)-qualified employees. One-year relevant experience after registration as a 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 SA. Grade 2: A minimum of five 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 six years relevant experience after registration as a 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 SA. Grade 3: A minimum of ten 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 eleven years relevant experience after registration as a 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 SA. Inherent requirement of the job: Applicants must have a valid APLS/ PALS/ NLS certificate. Willingness to perform commuted overtime, work after hours and public holidays, to ensure continuous and uninterrupted patient care. A valid driver's licence. Willingness to work off-site at the MOU and provide outreach to Metro West District and to high-risk MOU's: Mitchell's Plain, Gugulethu, Hanover Park and Retreat. Willingness to provide outreach at 2-Military Hospital. Competencies (knowledge/skills): Post-internship experience in neonatology under on-site supervision of a registered paediatrician/neonatologist. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Competence in neonatal resuscitation and providing comprehensive neonatal routine and emergency care in an intensive care environment. Provision of high-standard in-patient and outreach services. Capable of teamwork, planning, organisation and coordination. Must have excellent clinical note keeping, referral and complex medical report writing skills. Excellent interpersonal, communication, analytical, problem-solving, time management and administrative skills. Display empathy for patients, promote advocacy and strive for clinical service excellence despite resource constraints. Computer literacy.
<u>DUTIES</u>	:	Provide high-quality clinical service to patients and their families, adhering to evidence-based management protocols. Clinical leadership in the workplace. Participation in patient statistics collection, eCCR patient management system and other WCG health applications. Effective and efficient administration of clinical services. Working and communicating well with nursing staff, allied professionals and all students rotating at the facility. Supervision of junior medical staff to ensure high quality of care and good clinical outcomes. Ward-based formal and informal teaching and training of junior staff and undergraduate medical students. Actively participate in skills transfer, training, and all relevant academic opportunities. Improve professional competence by

		regular self-learning and reflection. Provision of outreach and support to the Metro West Districts including MOU's; Mitchell's Plain, Gugulethu, Hanover Park and Retreat and 2-Military Hospital.
<u>ENQUIRIES</u>	:	Dr AM van Niekerk Tel No: (021) 659-5554
<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 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 31/433</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the Health Professions 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health 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 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 driver's license; willingness and ability to travel. Full commuted overtime is mandatory. Competencies (knowledge/skills): Ability to render high-quality Anaesthesia service and appropriate experience in Anaesthesia at District level – including level 1 & 2 Obstetrics. Strong ethical principles, relevant clinical & counselling skills, computer literacy, interpersonal skills, conflict resolution skills and teaching & training skills at undergraduate and post graduate level. Excellent clinical expertise and clinical governance. Team ethos, good leadership, communication, interpersonal, analytical and problem-solving skills.
<u>DUTIES</u>	:	Clinical service delivery in Anaesthesia, including pre-operative assessments, general, regional & local anaesthesia, in-patient referrals for risk assessments and selected relevant procedural interventions in the wards and the Emergency Center. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities, including supervision of junior doctors and participation in the hospital academic program. Systems input and participation within the Metro East Ecosystem: Contribution to improvement of internal systems within the Anaesthesia service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the Anaesthesia service within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES</u>	:	Dr M. Abrams Tel No: (021) 918-1904

<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 a change in registration status). Candidates will be subjected to a practical assessment.
<u>POST 31/434</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	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.) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). (plus, a non-pensionable, rural allowance of 18% of the basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Robertson Hospital, Langeberg Sub-district
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as a 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 licence. Commuted Overtime duties. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarean sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District, and guiding health care colleagues in managing difficult district-level cases.
<u>DUTIES</u>	:	Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr A Williams Tel No: (023) 626-8539
<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 interview. The 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 31/435 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : R720 819 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : 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 accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 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 in Emergency Nursing or Critical Care Nursing (Adult). Registration with a professional council: Registration with the South African Nursing Council as a 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 post-graduate diploma in the relevant specialty. Inherent requirement of the job: Work night duty on a planned schedule to relieve the night manager. Willingness to work overtime, weekends and public holidays. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy and basic financial management skills. Good verbal and written communication skills. The ability to work under pressure, be self-motivated, possess excellent interpersonal skills, leadership skills and the ability to work as part of a team and independently.

DUTIES : Supervise, plan and implement the provision of effective and efficient patient care in the Emergency Centre. Participate in analysis, formulation and implementation of the nursing guidelines, practices, standards mandatory procedures. Provide effective leadership and management of People management, financial and physical resources to ensure optimal operational functions. Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain professional growth/ethical standards, self-development and participate in inter-professional and multidisciplinary teamwork. Support to Supervisor and Management.

ENQUIRIES : Mr W Seconds Tel No: (021) 360-4549
NOTE : No payment of any kind is required when applying for this post.

POST 31/436 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R720 819 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : Gansbaai Clinic Overstrand Sub-district
REQUIREMENTS : 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 (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 Primary Health Care Nursing. Registration with a professional council:

		Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid Code B/EB/C1) driver's licence. Willingness to work overtime when needed. Competencies (knowledge/skills): Excellent verbal and written communication skills. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Good communication skills. Computer literacy (Ms Office & Permis).
<u>DUTIES</u>	:	Provision of quality comprehensive health care to the community. Ensure rendering of a comprehensive nursing health care program for promotion of health, self-care, treatment, and rehabilitation of patients. Provision of administrative services. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Provision of educational services. Identify learner needs and provide opportunities for development. Provision of effective control and management of equipment and stock. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
<u>ENQUIRIES</u>	:	CT Marais Tel No: (028) 312-1166
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/437</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	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. 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 (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 a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality (Psychiatry) after obtaining the 1-year post-basic qualification or a post-graduate diploma in the relevant specialty. Inherent requirements of the job: Ability and willingness to assist with shifts, on call and relief night matron for and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Ability to communicate effectively (both written and verbal). Computer literacy (MS Word, Excel, PowerPoint and Outlook). Skills to plan, organise and coordinate the service by analysing, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of the Psychiatric Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care.
<u>DUTIES</u>	:	Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.
<u>ENQUIRIES</u>	:	Ms E Smith, email: Emily.Smith@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 31/438</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH) (CBS AND FBS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Khayelitsha / Eastern Sub-structure Office
<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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). 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 SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases). Knowledge of Management and Community Orientated Primary Care (COPC).
<u>DUTIES</u>	:	Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Khayelitsha Eastern Sub-structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. -Assist with NPO contract management. Perform the operational management (Implementation support, Monitoring Evaluation, integration, development and adjustment) of health programme technical support to the health facilities in a delegated sub-district. Provide mentorship, support and develop capacity(training) at facility level as relevant. Policy implementation and quality improvement initiatives as relevant in the delegated sub district. Manage all appropriate special projects. Assisting in ensuring effective delivery of the Integrated Services including HAST, VMMC, in the health facilities and in the community by all the personnel and stakeholders concerned within the Sub-district.
<u>ENQUIRIES</u>	:	Mr M Gaji Tel No: (021) 360-4713
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/439</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: NIGHT DUTY)</u> Cape Winelands Health District
<u>SALARY</u>	:	R571 161 per annum, (plus a non-pensionable rural allowance of 8% of basic annual salary)
<u>CENTRE</u>	:	Cape Winelands TB Centre, Breede Valley 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 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: A minimum of 7 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Valid (Code B/EB) driver's license. Compulsory standby. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Be able to function independently and as part of the

		multidisciplinary team. Ability to promote quality patient care through the setting, implementation, and monitoring standards. Effective communication, interpersonal, leadership, organisational skills, decision making, and conflict resolution skills.
<u>DUTIES</u>	:	Manage, supervise and coordinating patient care and human resources on night duty in Brewelskloof hospital for all departments. Provide strategic leadership and guidance towards realization of strategic goals and objectives of the organization through the implementation of policies, regulations, and professional practices. Collect, verify and submit accurate midnight reports and handover of activities on night shift. Quality assurance management by auditing clinical records, doing ward rounds, managing patient safety incidents and complaints, coordinate and provide in-service training on night duty. Utilize the information management systems to enhance patient care and service.
<u>ENQUIRIES</u>	:	Ms R Van Rooyen Tel No: (023) 348-1309
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test and a competency test will form part of the selection process.
<u>POST 31/440</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R571 161 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent (R683) qualification 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as Professional Nurse or General Nurse. Experience: A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel between O&P Centre and Brackenage Facility to provide support when operationally required. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Principles of Management: leadership, supervisory, problem solving and conflict resolution. Knowledge of provincial infection and control measures and practices. Ability to analyze health systems information, and skills in the preparation of reports. Computer Literacy (MS Word, Excel, Powerpoint and Outlook) Ability to function independently as well as part of a multi-disciplinary team.
<u>DUTIES</u>	:	Financial Management control and ensure compliance pertaining to Medical Waste. Provide guidance and training in infection prevention control to staff. Participation in training and research programmes relevant to the principles and management of infection prevention and control. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Ensure well-functioning, multi-disciplinary infection control advisory committee. Support the Health Establishment (HE) staff meet the Ideal Clinic Realization and Maintenance (CRM) and Ideal Hospital Realization and Maintenance (IHRM). Establish measures that will ensure health and safety of staff and users. Management of risks as identified in terms of infection control and participation in outbreak investigations to give relevant inputs and advice. Monitor data quality in the Health Establishment.
<u>ENQUIRIES</u>	:	Ms BS Stroebe Tel No: (021) 370-2488
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/441</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL: POST NATAL)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Paarl 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 SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse. Inherent requirements of the job: Ability and willingness to assist with shifts, on call and relief night matron for and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU) structure. Basic computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Effective interpersonal, strong leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.
<u>DUTIES</u>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote professional growth and self-development, including leadership skills and behaviours.
<u>ENQUIRIES</u>	:	Ms B Fourie, email: Bernice.Fourie@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/442</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL)</u> West Coast District
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Citrusdal Hospital, Cederberg 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 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: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Ability and willingness to assist with shifts after-hour hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Valid code B/EB driver's licence. Ability to travel to attend meetings, outreach, or operational activities. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy. Ability to work in a high-pressure healthcare environment with frequent interruptions and competing priorities. Ability to supervise, support, and manage staff across various categories.
<u>DUTIES</u>	:	Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation on nursing care plan and evaluation thereof. Maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

<u>ENQUIRIES</u>	:	Ms L van Geems-Wolmarans Tel No: (022) 921-2153
<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 31/443</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CHILDREN'S WARD)</u> Chief Directorate: Metro Rural Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern / Tygerberg Sub-structure
<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 accredited with the SANC in Child 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 Child Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's licence. Willingness to work shifts (day and night duty), public holidays, after-hours, and weekends. Relief the Operational Manager: Nursing when needed. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and monitoring of nursing standards in the Children's ward. Ability to function independently as well as part of a multi-disciplinary team. Effective verbal, written communication, interpersonal, decision-making, conflict-resolution skills and be computer literate (i.e. MS Word, Excel, PowerPoint, and Outlook).
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr MF Fortuin- Ntetha Tel No: (021) 918-1279
<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 candidates who apply for the first time for registration in the post basic qualification Or a post-graduate diploma in the relevant specialty. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>POST 31/444</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X2 POSTS)</u> Chief Directorate: Metro Rural Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure
<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 accredited with the SANC in Medical and Surgical Nursing Science:

Operating Theatre (R212). 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 Perioperative Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Will be required to work shifts (day & night), weekends and public holidays. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices in the field of specialty. Ability to promote quality through the setting, implementation, and the monitoring of nursing standards in the operating theatre. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, decision making, conflict resolution skills, good organisational skills and the ability to function under pressure.

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

ENQUIRIES : Mr MF Fortuin-Ntetha Tel No: (021) 918-1279
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). Shortlisted candidates will be subjected to a written/practical and oral assessment.

POST 31/445 : **PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: PSYCHIATRY (72-HOUR ASSESSMENT AND OBSERVATION UNIT)**
 Chief Directorate: Metro Rural Services

SALARY : Grade 1: R495 423 per annum
 Grade 2: R607 350 per annum

CENTRE : Karl Bremer Hospital, Northern/Tygerberg Sub-structure
REQUIREMENTS : 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. 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 (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 SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post- graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts and after hours when needed (weekends, public holidays and night duty). Competencies (knowledge/skills): Knowledge of nursing care processes, procedures, legislation, policies and protocols. Good communication skills both verbal and written and also have basic computer literacy skills. Facilitation skills and ability to effectively plan and co-ordinate nursing functions in the unit. Problem solving

		and decision-making skills and be able to function independently and part of the multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care with set standards and within the professional and legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr MF Fortuin-Ntetha Tel No: (021) 918-1279
<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 candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 31/446</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING) (X2 POSTS)</u> Directorate Management Accounting
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, stationed at Bellville Health Park in Bellville (Sub-Directorate: Strategic Budget Analysis)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in IT, Data Science, Finance, Accounting, or related qualification. 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 requirement of the job: Valid Code B/EB driver's licence. Expected to provide training and support to Institutions within the Department. Competencies (knowledge/skills): 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. Demonstrated ability to analyse large, complex datasets, perform data cleaning and transformation, and generate actionable insights to support decision-making. Advanced proficiency in Microsoft Excel. Good communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms W Hanekom Tel No: (021) 815-8608
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 31/447</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS</u> West Coast Health District
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Labour Relations. Inherent requirements of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal and good time management planning skills. Ability to think analytical and be able to resolve problems. Ability to negotiate and conciliate. Understanding collective bargaining and dispute resolution in the essential services.
<u>DUTIES</u>	:	Support and advice to all staff and supervisors with regards to employee relations. Effective management of all disciplinary matters and disputes. Monitor and maintain the collective bargaining structures. Provide training with regards to employee relations to all employees. Provide advice, guidance and support to your supervisor and the Management team. Coordinate and manage statistics/data with regards to disciplinary- and grievance procedures.
<u>ENQUIRIES</u>	:	Mr R van Staden Tel No: (022) 814-0331
<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 31/448</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT (ANALYST DEVELOPER)</u> Directorate: Information Technology
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate working experience in IT Environment and Systems Development. Appropriate experience developing and maintaining systems using C# and .Net/ .NET Core technologies. Appropriate proven experience developing enterprise systems and RESTful APIs. Appropriate experience developing and maintaining RESTful APIs. Appropriate experience with Git-based source control and CI/ CD pipelines. Appropriate experience working within Agile/ Scrum delivery environments. Appropriate experience supporting digital transformation initiatives. Appropriate experience in healthcare, public sector, or other regulated environments. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and/or be on standby. Competencies (knowledge/skills): Proficiency in C# and .NET/ .NET Core. Strong understanding and experience applying: OOP, SOLID principles and clean coding practices. Understanding of authentication, authorization and secure API development. Strong SQL Server and database development. Basic understanding of Microsoft Azure or similar cloud platforms. Knowledge of messaging/ event- driven systems. Ability to estimate development effort and manage delivery expectations. Proven ability to build and maintain relationships with stakeholders. Familiarity with Agile development methodologies and Scrum practices. Strong debugging, troubleshooting, problem- solving and analytical skills. Strong communication and collaboration skills.
<u>DUTIES</u>	:	Document procedures and processes relating to development. Maintain updated technical documentation. Ensure developed systems adhere to defined compliance standards. Ensure systems integrity and reduce risks for developed systems by embedding compliance into the development lifecycle by continuously monitoring through logging, alerting and audit mechanisms. Integration with other health and other related systems to achieve certain outputs Head Office. Build scalable, reusable integration solutions that enable end-to-end business operations, growth and agility. Deliver high-quality integrations that maintain data integrity and minimize disruptions. Database Design and development. Develop and maintain full stack. Net systems by actively contributing across software design, development and testing, ensuring integration between front-end and back-end components deliver reliable, high-quality systems. Design and develop systems as per business requirements that are maintainable, scalable and aligned to defined architectural standards. Develop high-quality systems by adhering to coding standards and best practices with minimized defects. Apply effective testing

practices to ensure developed solutions adhere to requirements and function as expected with minimal defects. Provide ongoing support and maintenance for developed systems. Enhance existing systems by implementing optimizations and enhancements that improve usability and performance. Provide technical support by identifying, investigating and resolving defects within agreed timelines and ensuring business continuity. Application rollout and implementation support. Contribute to the development of training material. Assist in managing agile projects. Drive continuous improvement in systems development methodologies and stakeholder satisfaction.

ENQUIRIES
NOTE

: Ms G Mokawane Tel No: (021) 483-5516
: No payment of any kind is required when applying for this post.

POST 31/449

: **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**
Chief Directorate: Metro Health Services

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Khayelitsha / Eastern Sub-structure Office
: Minimum educational qualification: Appropriate three-year National Diploma / Degree in Labour Relations. Experience: Appropriate experience in Labour Relations. Appropriate experience in facilitating grievance and disciplinary procedures. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel to facilities. Competencies (knowledge/skills): Knowledge of Labour Relations and training standards and prescripts. Excellent report writing, presentation, negotiation and conflict management skills. Good written and verbal communication skills. Computer literate. Ability to work under pressure and meet deadlines.

DUTIES

: Effectively promote sound LR in Khayelitsha / Eastern Sub-Structure as well as its employees. Interpret LR policies and prescripts and manage/monitor its implementation. Handling of misconduct cases, investigate misconduct, represent the employer in the disciplinary hearings and Conciliations. Handle and investigate grievances. Draft mandate for the employer and recommendation. Investigate grievances and complaints. Administer grievance, complaints and disciplinary cases and maintain a database and compile stats to generate monthly reports for labour relations and all training interventions. Facilitate Labour Relations training. Render a service to the employees, Management and Labour Committee (IMLC). Consult and advise Line Managers on all LR procedures and interventions. Effective support to Assistant Director and Deputy Director: HRM.

ENQUIRIES
NOTE

: Ms X Makeleni Tel No: (021) 360-4290
: No payment of any kind is required when applying for this post.

POST 31/450

: **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES**
Cape Winelands Health District

SALARY
CENTRE
REQUIREMENTS

: R413 001 per annum
: Ceres Hospital
: Minimum educational qualification: Appropriate three-year National Diploma / Degree. Experience: Appropriate Human Resource Administration experience. Appropriate supervisory experience. Practical PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Expected to provide HR support and guidance to all the Facilities within the Witzenberg Sub-district. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, GroupWise and PERSAL). Good knowledge and experience in Human Resource Management Ability to provide training. Good interpersonal, communication, presentation and writing skills.

DUTIES

: Responsible for co-ordination, supervision and control of components as well as support to supervisor. Assist with all transversal personnel practices, including all employment practices, conditions of service and terminations, SPMS and establishment within the Sub-district. Responsible for the Human Resource Development function within the Sub-district which includes the compiling of the workplace skills plan, training statistics and relevant administrative duties regarding Human Resource Development. Render support and advisory service with regard to personnel administration and human resource management. Handle Labour Relation issues which include grievances, dispute resolutions, IMLC matters and the capturing of Labour Relation information on PERSAL with regard to human resource matters. Provide training and advice with regard to all relevant HRM policies, legislation,

		prescripts and procedure within the Sub-district to ensure the correct implementation. Monitor compliance to HR policies.
<u>ENQUIRIES</u>	:	Mr WJ Owen Tel No: (023) 316-9601
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/451</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Lotus River CDC (X1 Post), Retreat CHC (X1 Post), Lady Michaelis CDC (X1 Post), Southern/Western Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of PFMA, Ideal Clinic, and other relevant policies, protocols, and guidelines. Ability to work within a multidisciplinary team to ensure holistic care. Report writing skills. Analytic thinking, independent decision making and problem-solving skills.
<u>DUTIES</u>	:	Assessment and treatment of patients. Follow the relevant policies and SOPs within the Oral Hygienist field. Administrative duties. Develop objectives and action plans for own area of work. Outreach services to Schools, ECD's and Stakeholders.
<u>ENQUIRIES</u>	:	Ms Z Sambo – Lotus River CDC Tel No: (021) 703-3131 / Ms C Adams – Retreat CHC Tel No: (021) 713-9800 / Ms L Van Wyk – Lady Michaelis CDC Tel No: (021) 797- 8171
<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). Candidates will be subjected to a written/practical and oral assessment.
<u>POST 31/452</u>	:	<u>CHIEF REGISTRY CLERK: MEDICAL RECORDS</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in a Registry environment or Medical Records. Competencies (knowledge/skills): Knowledge of Records Management Procedural as well as the ability to capture data and operate computer. Computer literate. Good communication skills (verbal and written). Knowledge of PERMIS/SPMS system. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment.

		Understanding of the work in Registry or Medical Records. Ability to work under pressure, handling a high work volume and meet strict deadlines. Information systems (e.g. Clinicom, ECM, Microfilm etc). Knowledge of departmental policies and procedures. -Knowledge of National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996); Promotion of Access to Information Act, 2000 (Act No. 2 of 2000); Protection of Personal Information Act, 2013 (Act No. 4 Of 2013); Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000).
<u>DUTIES</u>	:	Ensure work processes within Medical Records are executed as per policies and protocols including data capturing, batching of episode folders, filing and retrieving of documents, printing of appointment lists and the finalisation thereof. Efficient and effective control over the scanning centre to ensure quality assurance of patient information. Ensure that the destruction/ disposal of folders and x-rays are done timeously and as per Records Management Policy. Responsible for the supervision of medical records clerks including leave administration, attendance registers, PERMIS reviews and other HR-related matters. Enforce discipline and ensure compliance with policies, procedures and protocols. Plan and monitor in house and external training of staff.
<u>ENQUIRIES</u>	:	Ms M Xontana Tel No: (021) 938-4512
<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 31/453</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT (PEOPLE DEVELOPMENT) (BURSARY ADMIN)</u> Directorate: People Development
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent qualification. Experience: Appropriate experience in Bursary Administration and budgeting. Appropriate experience in BAS. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of BAS. Knowledge of BIMS. Computer literacy (MS Office package and MS Outlook). Sound knowledge regarding Bursary matters related to the post.
<u>DUTIES</u>	:	Facilitate internal and external bursaries. Administer bursaries on the Bursary Information Management System. Facilitate the transfer of payments to Higher Education Institutions. Technical support for the implementation of full-time bursaries. Do criminal record verifications with prospective and current bursary students. Monitoring of the bursary budget and give input to the budget projections. Prepare and collate bursary payments. Capture bursary payments on BAS. Do regular bursary audits. Do regular follow ups with bursary holders. Coordinate Breach of Contracts of bursary holders. Do necessary BAS Journals as required. Plan and attend career exhibitions. Handle telephone and written enquiries. Liaise with HEIs and relevant stakeholders. Supervise staff. Provide general support to the Directorate: People Development.
<u>ENQUIRIES</u>	:	Mr M Strydom Tel No: (021) 483-6610
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a competency test as part of the interview process.
<u>POST 31/454</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Appropriate knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good communication skills (verbal and written) and report-writing skills. Computer skills (MS Office, Word, Excel and PowerPoint) and numeracy skills.

<u>DUTIES</u>	:	Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations. Render a support and advisory service with regard to personnel administration and Human Resource Management. Ensure capturing and approval of PERSAL transactions executed according to HR policies and timeframes. Execute audits to ensure compliance to HR policies. Manage and supervise subordinates including the development of HR Officials.
<u>ENQUIRIES</u>	:	Ms KC George Tel No: (044) 802 - 4445
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 31/455</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> West Coast Health 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>	:	Vredendal Hospital, Matzikama 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 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 appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment and willingness to rotate between Wards. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Provision of Optimal, Holistic nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of Support to nursing services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar Tel No: (027) 213-2039
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
<u>POST 31/456</u>	:	<u>PERSONNEL OFFICER: EMPLOYEE BENEFITS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Klipfontein / Mitchells Plain Sub-structure office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate or equivalent. Experience: Appropriate experience in Human Resource Management. Appropriate experience regarding the PERSAL system. Competencies (knowledge/skills): Basic Computer literacy. Basic understanding of Human Resource Management. Experience of PERSAL and their relevant functions. Knowledge of the human resource prescripts in the Public Service.
<u>DUTIES</u>	:	Handle all aspects pertaining to salary matters. Processing of overtime, night shift, housing and other allowances. Personnel administration with regard to appointments and exits. Pensions administration. Auditing of personnel files. Handle telephonic and written enquiries and support to the supervisor.
<u>ENQUIRIES</u>	:	Ms F Lee Tel No: (021) 370-5109
<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 31/457</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (grade 12 or equivalent). Experience: Appropriate experience in Cleaning, Contract Management, Waste Management, and personnel/office management. Inherent requirements of the job: Must work shifts. Competencies (knowledge/skills): Computer literacy (MS Word and MS Excel) and knowledge of Cost Centre Requisition System (Health Technology - Clinicom Production). Knowledge of HR Policies and Disciplinary Code and Procedure. Knowledge in cleaning materials/equipment. Good communication skills (verbal and written).
<u>DUTIES</u>	:	Manage hygienic responsibilities within allocated areas including the Supervision of allocated EHS staff and contractors as well as Waste Management. Provide a safe, cost-effective and an optimal cleaning service that includes the supervision of agency staff as per contract. Provide personnel administration duties that is allowances, pay sheets, leave application. Ensure an effective Human Resource Management support function to the Administrative Officer with regards to areas of responsibilities such as exits, recruitment and selection, Staff Performance Reviews, attending meetings and monitoring of registers. Effective stock control as well as ordering of stock.
<u>ENQUIRIES</u>	:	Ms M Afrika Tel No: (021) 404-3236
<u>NOTE</u>	:	No payment of any kind is required when applying for these posts.
<u>POST 31/458</u>	:	<u>PRINCIPAL FOOD SERVICES SUPERVISOR</u> Cape Winelands District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	West Coast TB Centre (Stationed/based at Sonstraal Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Food Certificate. Experience: Appropriate and relevant Supervisory experience in a Food Service Unit. Inherent requirements of the job: Willingness to work shifts and overtime. Relieve the Food Service Supervisor i.e., Manage the Food Service Unit in the absence of the Food Service Supervisor. Competencies (knowledge/skills): Knowledge of cultural diversity and good communication / interpersonal skills. Working Knowledge of Disciplinary Procedures and the ability to maintain discipline and handle conflict. Sound organising skills and effective utilisation and supervision of the Food Service team. Knowledge of pest control, infection control, hygiene, occupational health and safety. Knowledge of HACCP (Hazard Analysis Critical Control Points and Food Safety Principles). Knowledge of therapeutic diets, food theory, preparation and cooking methods, production, quality and portion control according to standardised recipes in an Industrial Food Service Unit on a large scale. Computer literacy (Office Word and Excel), writing and numerical skills. Knowledge of the National Guidelines for safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment.
<u>DUTIES</u>	:	Control food preparation and production for Normal and therapeutic diets. Supervise and maintain the preparation and distribution of meals to the wards according to prescribed standardized recipes and the standard operation plan and maintain temperature control during the various processes. Ensure and uphold strict quality control systems for food, as well as stock management and ensure safe operation of machinery and equipment. Responsible for personnel administration (i.e. SPMS reports, duty rosters, annual leave schedules, training of sub-ordinates, staff meetings and disciplinary procedures). Effective utilisation and supervision of the Food Service team. Process statistics to ensure that the food expenditure remains within the budget, as well as assisting in the compilation of menu/meal costing. Responsible for Food Service computerised costing systems and statistics. Responsible for the procurement process (LOGIS), e.g. order and receive supplies in the Food Service Unit. Monitor all activities related to the operations of the Food Services Unit according to Provincial Food Services SOP's.
<u>ENQUIRIES</u>	:	Mr HL Siegelaar Tel No: (021) 837-8097
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 31/459</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12 / Senior Certificate with Mathematics / Mathematics literacy or Accountancy as a passed subject. Experience: Appropriate administrative experience. Inherent requirements of the job: Computer literacy and proficiency. Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems (ePS), LOGIS, Warehouse management practices, and General Supply Chain Management policies and practices. Good interpersonal and communication skills. Be able to work accurately and under pressure.
<u>DUTIES</u>	:	Processing of Log 1's for store items received from end users and Procurement advice (PA) for store items. Procurement of store items and assist with non-store item procurement and ensure all transactions comply with the legislative requirements. Issue and receive goods at Warehouse, ensuring that the correct goods are received and delivered to end users. Conduct monthly stock take. Ensure that only authorized personnel are allowed in the Warehouse. Provide general administrative support to line managers including Transit of goods, asset management and payment functions.
<u>ENQUIRIES</u>	:	Mr MC Mzimkulu Tel No: (021) 816-8567
<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 31/460</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of Information Management within an Hospital environment. Knowledge of Health Information Policies and Systems such as CLINICOM, TIER.NET, SINJANI, SPV and HECTIS. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	To ensure correctness, accuracy and qualitative checking of data. The capturing and the generating of hospital data reports Effectively and efficiently perform the activities CLINICOM, TIER.NET, SINJANI, SPV and HECTIS. Health Information Systems (HIS), and ensuring the safe, secure, and compliant storage of all data and record information. To provide administrative and operational support role to the unit and management.
<u>ENQUIRIES</u>	:	Ms. C Castles Tel No: (021) 816-8558
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment/written test.
<u>POST 31/461</u>	:	<u>ADMINISTRATION CLERK: (ADMISSIONS: FEES) (PATIENT ADMINISTRATION OUTPATIENTS) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Fees related environment. Competencies (knowledge/skills): Strong sense of confidentiality. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (Clinicom) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook). Good communication skills (verbal and written). Good interpersonal abilities.
<u>DUTIES</u>	:	Patient administration. Auditing of outpatient's accounts. Relieve for reception. Request folders, prep folders and follow-up on missing folders. Capturing of all ICD 10 coding and all procedure codes for account. Filing of all clinical notes. Request Medical notes of patients where it's necessary. Submission of Medical

		aid accounts to the Case Managers. Collect revenue on outstanding hospital fees accounts in line with Hospital Policy, Fees Memorandum Chapter 18 and Finance instruction.
<u>ENQUIRIES</u>	:	Mr MD Windvogel Tel No: (021) 404-4486
<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 31/462</u>	:	<u>PERSONNEL OFFICER (X2 POSTS)</u> Directorate: People Strategy Sub- directorate: Organisational Dynamics and Remuneration
<u>SALARY</u>	:	Grade 1: R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (based at Bellville Health Park)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate or equivalent (NQF 4). Experience: Appropriate experience in the field of administration. Competencies (knowledge/skills): Good computer (MS Word and Excel). Excellent (verbal and written) communication skills. Numeracy and mathematical skills. Good interpersonal skills and the ability to work in a team context. Knowledge of Human Resource prescripts in Public Service. Ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Assist with research pertaining to policy formulation on Organisational development, structural changes in the Health Environment. Render general administrative support services. Arrange meetings, workshops, and stakeholder consultations. Provide efficient support services to the component.
<u>ENQUIRIES</u>	:	Mr TBR Petersen, email: theodore.petersen@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical test.
<u>POST 31/463</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Stanford CC, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade2: A minimum of 10 years' appropriate / recognizable experience in nursing after registration with SANC as Staff Nurse. Grade 3: A minimum of 20 years' appropriate / recognizable experience in nursing after registration with SANC as Staff Nurse. Inherent requirement of the job: A valid driver's licence. Willingness to work on the mobile health clinic bus. Willingness to work overtime. 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. Good communication skills.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	P Stemela Tel No: (028) 814-3840
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject to practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

<u>POST 31/464</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENTS & SPECIALISED NURSING) (X2 POSTS)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE REQUIREMENTS</u>	:	Ceres Hospital, Witzenburg Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Be prepared to assist in another department other than where you are placed, according to operational requirements. Competencies (knowledge/skills): Good communication, planning, and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Mr G Vermeulen 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 31/465</u>	:	<u>LINEN SUPERVISOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Willingness to do manual labour (heavy linen bags) and assist in other departments when required. Willingness to work weekends, public holidays and overtime. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.
<u>DUTIES</u>	:	Monitor of contracted Hospital Linen Supervisor Provider. Monitor of Hospital Linen. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Management and administrative function.
<u>ENQUIRIES NOTE</u>	:	Ms C Matthews Tel No: (021) 816 8557 No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>POST 31/466</u>	:	<u>FOOD SERVICES SUPERVISOR</u>
<u>SALARY</u>	:	R201 096 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 9 (Std. 7) / General Education and Training Certificate (GETC). Experience: Appropriate experience working in a Large-Scale Food Service environment. Inherent requirements of the job: Willingness to, work late, weekends, night shift and be on call. Competencies (knowledge/skills): Have a knowledge and understanding of the basic food groups, normal and therapeutic diets and cooking methods and Hygiene and

		Safety standard, HACCP and Occupational Health and Safety. Good leadership and interpersonal skills and ability to work under pressure. The Ability to handle industrial equipment.
<u>DUTIES</u>	:	Assist the Manager with Human and Financial Resource Management (Responsible for subordinates quarterly SPMS reporting, training allocation, leave, discipline and stock control of the Recon Kitchen). Communicate with patients and ward staff and feedback on any problems and recommendations to the food service manager. Supervising and assisting with service of all meals and 4 beverages daily to the Patients, and with the cleaning and maintenance of the kitchen area and equipment and adhere to hygiene and safety standards. Supervising service of the 20h00 tea and snack and the 05h00 coffee to the Patients on the wards, collecting and cleaning of cups afterwards and supervising the cooking of the porridge for breakfast. To supervise FSA's in the unloading and cleaning of supper trolleys and the washing of the crockery, lids, trays etc. Supervise FSA's in the Food Service Unit including day and night.
<u>ENQUIRIES</u>	:	Ms K Mapekula Tel No: (021) 404-4002
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/467</u>	:	<u>FOOD SERVICES SUPERVISOR</u> West Coast District
<u>SALARY</u>	:	R201 096 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in a hospital food service environment. Appropriate supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal, and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Supervise operational food services. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Support the principles of Human Resources. Support financial management. Correct Interpretation of recipes, production planning and daily statistics.
<u>ENQUIRIES</u>	:	Ms A van Breda Tel No: (022) 487-9223
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/468</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic qualification (that allows registration with the 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 nursing experience after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20' years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after hours, night duty and weekends when required. Willingness to work overtime when needed. Willingness to rotate to other wards when required. Competencies (knowledge/skills): Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting. Knowledge of Infection Prevention Control standards.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.

<u>ENQUIRIES</u>	:	S Roman Tel No: (028) 814-3702
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 31/469</u>	:	<u>GENERAL WORKER (STORES) (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate knowledge and appropriate experience in a Warehouse Management environment. Inherent requirement of the job: Physical ability to pick up and move heavy boxes or bags. Physical ability to pull heavy pallets containing stock to the various Wards using a pallet jack. Willingness to assist with stock-taking. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work in a team.
<u>DUTIES</u>	:	Pick and deliver issued stock timeously to wards, clinics, theatres and departments in a cost- effective and safe manner. Maintain the audit trail of deliveries. Assist with the receiving, issuing and the storage of stock. Clean stores on a regular basis. Assist with stock taking. Any ad-hoc duties.
<u>ENQUIRIES</u>	:	Mr L Campher Tel No: (021) 938-5546 or Mr B Scholtz Tel No: (021) 938-4631
<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 31/470</u>	:	<u>CLEANER</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a health facility environment. Proven experience in duties as mentioned below. Inherent requirement of the job: Willingness to work shifts and on weekends. Competencies (knowledge/skills): Good time management. Knowledge of Health and Safety procedures.
<u>DUTIES</u>	:	Cleaning of all offices, common areas, kitchens and ablution facilities of the EMS Base/Grounds, including deep cleaning and detailed cleaning tasks. Provide a clean, safe, and hygienic environment to prevent injuries and the spread of infection which includes sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Ensure removal of general waste from building daily. Notify management of deficiencies or repairs required and ensure good stock control processes. Relief according to the needs of the service.
<u>ENQUIRIES</u>	:	Mr A Mniki Tel No: (021) 510-0004
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/471</u>	:	<u>LINEN STORES ASSISTANT</u> Cape Winelands District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Montagu Hospital, Langeberg Health Sub-district
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in general laundry functions. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays when required. A valid driver's license to transport linen to central laundry. Ability to perform hard physical tasks, e.g. pushing heavy linen trolleys to and from linen bank and wards. Load and offload of heavy linen bags 25kg+ between facilities and

<u>DUTIES</u>	:	central laundry. Competencies (knowledge/skills): Knowledge of stock and infection control. Ability to sort, sluice and count linen of dirty and fouled linen. Provide a professional service in the institution. Perform basic routine task in the linen bank under supervision. Ensure affective and efficient stock control. Ensure safe and hygiene working area standards. Adhere to loyal service ethics. Provide support to supervisor.
<u>ENQUIRIES</u>	:	Ms E Le Roux Tel No: (023) 626-8551
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/472</u>	:	<u>HOUSEHOLD AID (WARD SUPPORT) (X2 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience in waste management, elementary stock control and cleaning within a hospital environment. Inherent requirements of the job: Render a shift duty and rotate in different departments. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, terminal cleaning, and handling cleaning equipment. The ability to do physical tasks and operate heavy duty cleaning and household equipment.
<u>DUTIES</u>	:	Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area.
<u>ENQUIRIES</u>	:	Ms M Afrika Tel No: (021) 404-3236
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/473</u>	:	<u>FOOD SERVICES AID</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Ability to workday/night shifts (weekends and public holidays). Must be willing to enter all types of hospital wards and serve the patients. Ability to do work of a physical nature, which includes lifting heavy objects and being on one's feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in a foodservice unit. Knowledge Of HACCP and safety principles.
<u>DUTIES</u>	:	Utilise the Cook Chill System, prepare, cook, plate and regenerate and serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC recipes and menus. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and Kitchen staff and feedback problems and recommendations to the Food Service Supervisor.
<u>ENQUIRIES</u>	:	Ms C Mashele Tel No: (021) 404-4048
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/474</u>	:	<u>HOUSEHOLD AID (MATERNITY AND NEONATAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Robertson Hospital, Langeberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate household aid experience. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate (verbal and written). Inherent requirements of the job: Willingness to work weekends, overtime, public holidays, night duty. The incumbent must be able to and be willing to work shifts. The incumbent must be physically able to lift and move heavy objects and work on feet for a 12-hour shift.
<u>DUTIES</u>	:	Renders effective, efficient and safe hygiene and household /food services in Langeberg Sub District. Renders support services to Household

		supervisor/foodservice supervisor. Contributes to effective: management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.
<u>ENQUIRIES</u>	:	Ms E Le Roux Tel No: (023) 626-8551
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/475</u>	:	<u>CLEANER (ENVIRONMENTAL HYGIENE SERVICES) (X3 POSTS)</u>
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in cleaning and waste management. Inherent requirements of the job: Render a shift duty and rotate in different departments. The ability to do physical tasks and operate heavy duty cleaning equipment. Competencies (knowledge/skills): Knowledge of routine cleaning processes, and handling cleaning equipment.
<u>DUTIES</u>	:	Responsible for cleaning duties i.e. Sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control. Optimal support to supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms. M Afrika Tel No: (021) 404-3236
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/476</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK)</u> (Contract till 31 March 2029) Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R501 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE</u>	:	Langeberg PHC, Langeberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' 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. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the sub-district Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarean sections, administration of spinal and general anaesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability and willingness to do outreach services to clinics throughout the Langeberg Sub District, and guiding health care colleagues in managing difficult district-level cases.

<u>DUTIES</u>	:	Provide quality care to patients at Robertson, Montagu Hospital and surrounding clinics in the Langeberg Sub District and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Langeberg sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Langeberg sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr A Williams Tel No: (023) 626-8539 -Medical Specialist
<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 interview. The 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 31/477</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (12 HOURS PER WEEK)</u> (Contract till 31 March 2029) Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R501 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE</u>	:	Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of 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 Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' 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. Inherent requirements of the job: A valid driver's licence. Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding healthcare colleagues in managing difficult PHC cases. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Drakenstein SD Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required. No compulsory Commuted Overtime (COT) duties.
<u>ENQUIRIES</u>	:	Dr P van Wyk (Family Physician) or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-400
<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 interview. The 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).