

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

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	28 September 2026, 17:00PM
<u>NOTE</u>	:	It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. ERRATUM: Kindly note that the advert for the Post 32/333: Assistant Manager Nursing (Primary Health Care) Nomzamo CDC, Khayelitsha/Eastern Sub-structure, Salary R785 568 per annum Centre: Nomzamo CDC advertised in the Public Service Vacancy 32 dated 04 September 2026, with reference number Post 32/333: Post has been cancelled. Kindly note that the advert for the POST 32/331: Deputy Director: Employee Relations (Dispute Resolutions, Misconduct And Litigation) Directorate: Employee Relations, Salary R 932 292 per annum (A portion of the package can be structured according to the individual's personal needs.) Centre: Head Office, Cape Town (Stationed on the premises of Stikland Hospital) advertised in the Public Service Vacancy 32 dated 04 September 2026, with reference number Post 32/331: Post must be amended to include driver's licence.

OTHER POSTS

<u>POST 33/193</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural 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.)
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Internal Medicine. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Internal Medicine. 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 Internal Medicine. 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 Internal Medicine. Inherent requirement of the job: Performing commuted overtime and participation in the after-hours call system. A valid (Code B/EB) driver's license as well as willingness to travel. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.
<u>DUTIES</u>	:	Render an efficient, cost-effective high quality Internal Medicine service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. Always deliver service with professional and

ethical behaviour. Assist with effective and efficient administration of the Internal Medicine Department. Assist the Head of Department with specific projects relating to Antibiotic Stewardship, PPTC, Critical Care and Clinical Governance. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. -Assist with unit training commitments. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Participate in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

ENQUIRIES
NOTE

- : Dr A Vermeulen Tel No: (044) 802-4529
: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

POST 33/194

- : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Metro 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
REQUIREMENTS

- : Khayelitsha District Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in Psychiatry. Registration with a professional council: Registration with HPCSA, as 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 in Psychiatry, 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 Psychiatry, after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee). Competencies (knowledge/skills): Clinical experience in Psychiatry at district level services and clinical primary health care. Ability to render high-quality specialist level clinical care in the in- and out-patient setting, including good legislative & policy knowledge, medical record keeping, report writing and computer literate. Ability to balance the outputs of a large clinical workload with the teaching and supervisory requirements of the position. Strong administrative, managerial, communication and conflict resolution skills.

DUTIES

- : Clinical service delivery at specialist level across the full spectrum of district level Psychiatry, including wards, outpatients, Emergency Centre and specialised clinics at Khayelitsha District Hospital. Administrative & clinical governance including leadership, People Management processes, OPD management, data analysis, and quality improvement. Teaching, training and supervision of junior medical staff and students with participation in the hospital academic program as well as outreach supervision to primary health care nurse practitioners. Domain specific outputs and participation within the KESS ecosystem, including participation in and alignment with district-hospital-level services, referral facilities and Mental Health Care Review Board liaison.

ENQUIRIES
NOTE

- : Dr A Martin Tel No: (021) 360-4427
: No payment of any kind is required when applying for this post. Advertised posts are linked to the Institution that forms part of the Ecosystem Services platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health

service delivery. 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 33/195</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)</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.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Radiology. 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 Radiology. 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 Radiology. Inherent requirement of the job: Valid (Code B/EB) driver's licence, willingness and ability to travel. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime and community outreach. Competencies (knowledge/skills): Ability to oversee and report on all radiological studies and procedures. Preferred special interest in musculoskeletal radiology. Work with a team of hospital clinicians to optimise patient services. Knowledge and understanding of relevant legislation, hospital procedures and policies. Excellent written and verbal communication skills.
<u>DUTIES</u>	:	Clinical imaging service provision in reporting and of all imaging modalities. Ensure maintenance of quality care standard in radiology services. Guide staff, teaching, training and supervision of staff. Efficient use of resources, manage assets, consumables and services effectively.
<u>ENQUIRIES NOTE</u>	:	Prof C Ackerman Tel No: (021) 938-5622 No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Radiology with the relevant council (including individuals who must apply for change in registration status)".

<u>POST 33/196</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)</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 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. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Sound clinical knowledge and skill in the assessment, diagnosis and evidence-based management of acute and chronic psychiatric disorders across inpatient and outpatient settings. Effective and efficient administration, including knowledge of the MHCA. Strong interpersonal, communication and leadership skills, with the ability to coordinate and manage a multi-disciplinary team. Teaching, training and clinical supervisory skills, applicable to the academic and clinical development of registrars and students. Knowledge of research methodology and clinical audit processes, with the ability to critically appraise and conduct applied clinical research. Sound clinical judgement and decision-making skills, with the ability to represent the department or unit at multi-disciplinary and clinical governance forums.

DUTIES : Clinical Service Provision, including oversight of Psychiatry Out-patients and the ECT service at GSH. Clinical Service Provision, including oversight and leadership of the in- and out-patient components of the Klipfontein mental health district. Teaching and Training/Supervision of Junior Staff, including registrars and students. Research and clinical audit activities. Effective and efficient administration of clinical records and patient reports. Support to the Head of Department and Head of Clinical Unit in meeting requirements of the overall service, including representing the Department at the GSH PTC.

ENQUIRIES : Prof J Joska Tel No: (021) 404 2164 or email: John.Joska@uct.ac.za
NOTE : No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 33/197 : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY)**

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 : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirement of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.

<u>DUTIES</u>	:	Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.
<u>ENQUIRIES</u>	:	Prof S Chetty, email: seanchetty@sun.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time registration as Medical Specialist in Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 33/198</u>	:	<u>REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 041 402 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>	:	Tygerberg Hospital, Parow Valley
<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 HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel. Competencies (knowledge/skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis.
<u>ENQUIRIES</u>	:	Prof C Ackermann Tel No: (021) 938-9320
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar 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. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. 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 Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>POST 33/199</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPAEDICS)</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.)
<u>CENTRE REQUIREMENTS</u>	:	New Somerset Hospital
	:	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. 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 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 Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when required. Willingness to work at the relevant institutions on the rotation platform. Competencies (knowledge/skills): Appropriate experience in providing Orthopaedic Surgical services. Ability to function in a team under pressure in a high volume, high stress environment. Computer Literacy. Appropriate experience in research methodology.
<u>DUTIES</u>	:	Clinical Service: Patient care: in-patient and outpatient management of orthopedic patients. Clinical Service: Operative (surgical) care of orthopedic patients, both elective and emergencies. Clinical governance, for example ensuring rational and cost-effective use of resources such as laboratory investigations, medications, consumables and equipment. Teaching: both formal and informal teaching to students. Innovation and Research within the orthopedic team. Leadership within the orthopedic and hospital team.
<u>ENQUIRIES</u>	:	Ms S Mears, email: Stewart.Mears@westerncape.gov.za
<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 appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

<u>POST 33/200</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: ICU)</u>
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC, in terms of R212 in Medical and Surgical Nursing Science: Critical Care Nursing (Adult) OR a 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC. At least 6 years of the above period must be appropriate/recognisable experience after obtaining the post-basic qualification or a post-graduate diploma in the relevant speciality. At least 3 years of the above period must be appropriate/recognisable experience at nurse management level. Competencies (knowledge/skills): Quality Assurance, Human Resource, Finance and Change Management. Decision making, problem solving and interpersonal skills. Grievance procedures and disciplinary legislation. Computer literacy (MS Word and Excel). Negotiation, facilitation and communication skills. Infection Prevention and Control policies.
<u>DUTIES</u>	:	Ensure the provision of optimal, holistic, specialised nursing care within set standards and a professional and legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation and utilisation of human and material resources. Ensure the control and execution of quality of care and financial management. Co-ordinate the provision of effective training and research to maintain professional growth, ethical standards and self-development. Liaise directly with the Nursing and Medical managers as well as the relevant Departmental Heads (Ancillary and Support Services). Co-ordinate, supervise and control nursing services in the ICU Department.
<u>ENQUIRIES</u>	:	Ms R Sutcliffe Tel No: (021) 404 2092
<u>NOTE</u>	:	No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.
<u>POST 33/201</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (UNIT OF INFECTION PREVENTION AND CONTROL)</u>
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post for the 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/recognizable experience in nursing after registration with the South African Nursing Council in General Nursing. Inherent requirement of the job: Ability and willingness to perform standby duties as the need arises. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organizational skills and the ability to function under pressure. Basic computer literacy skills. Good written and verbal communication skills. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the Public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

<u>DUTIES</u>	:	Responsible for planning, managing, coordinating and maintaining an optimal Infection prevention and control service at Tygerberg Hospital. Identify the need for standards, policies and procedures regarding IPC. Participate in developing standards and monitor the implementation process. Effective management and utilization of resources to ensure operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.
<u>POST 33/202</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (HIV/AIDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Michael Mapongwana CDC, Khayelitsha/Eastern 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. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid driver's license. Willingness to perform relief within the Facility. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Nursing Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Ability and willingness to train staff. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Oversee and ensure fully functional health committees, including organising regular meetings, training members, and compliance with relevant health legislation. Manage human resources by maintaining a fully staffed CHC, coordinating staff training aligned with skills development plans, resolving labour relations issues, and monitoring absenteeism. Control and monitor financial resources by preparing balanced budgets, ensuring expenditure controls, meeting revenue targets, and complying with financial regulations. Supervise supply chain functions to maintain adequate stock of essential supplies, manage asset registers, ensure functioning equipment, and oversee government vehicle usage and servicing. Ensure accurate and timely health information management, including data quality checks, timely reporting, and optimal use of PHCIS systems. Promote quality of care through Batho Pele principles, ensuring health and safety standards, conducting monthly clinical audits (M&M meetings), and overseeing infection control and staff training initiatives.
<u>ENQUIRIES</u>	:	Ms K Jacobs Tel No: (021) 363- 2814
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 33/203</u>	:	<u>OPERATIONAL MANAGER NURSING: GENERAL (MEDICAL FEMALE: WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R571 161 per annum
<u>CENTRE</u>	:	Khayelitsha District 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 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional

		Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work rotational shifts, including day and night duty, as well as weekends and public holidays in accordance with operational requirements. Competencies (knowledge/skills): 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 Appropriate financial management skills. The ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. interprofessional, inter-sectoral and multi-disciplinary teamwork). Participate in analysis, formulation and implementation of the nursing guidelines, practices, standards mandatory procedures. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES NOTE</u>	:	Mr IH Plaatjies Tel No: (021) 360-4421
	:	No payment of any kind is required when applying for this post.
<u>POST 33/204</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: OPERATING THEATRE) (MATERNITY)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 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 SANC, in terms of R212 in Medical and Surgical Nursing Science: Operating Theatre 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 postgraduate diploma (R635) accredited with the SANC in Peri Operative 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 speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Or A post graduate diploma accredited with the SANC in Peri Operative Nursing. Inherent requirements of the job: Willingness to assist in other units within the Maternity Block during emergencies. Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to stand for long hours and lift heavy equipment.
<u>DUTIES</u>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Operating Theatre - Maternity. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Participate in research and training and development.
<u>ENQUIRIES NOTE</u>	:	Ms G Williams Tel No: (021) 404-4257
	:	No payment of any kind is required when applying for these posts. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are

submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

<u>POST 33/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE) (X2 POSTS)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Worcester Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre Nursing. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Expected to function rotate within the Functional Business Unit of Theatre. Competencies (knowledge/skills): Knowledge and understanding of nursing legislation and related legal and ethical nursing practices within a hospital environment. Critical thinking and good interpersonal skills. Excellent clinical skills.
<u>DUTIES</u>	:	Provision of optimal, holistic specialised nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilisation of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	:	Ms HD O'Rie Tel No: (023) 348-1137
<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 speciality.
<u>POST 33/206</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum (plus, a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Riversdale Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one 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 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 in Emergency 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 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 requirement of the job: Willingness to work shifts, Sundays, public holidays, night shift and overtime to meet the operational requirements. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Be knowledgeable about South African Triage Scale (SATS) and Emergency Nursing. Good communication skills (verbal and written). Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	:	Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective management and utilization of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.
<u>ENQUIRIES</u>	:	Mr NL Mphato Tel No: (028) 713 - 8643
<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. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty. 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 33/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Western/Southern Sub-structure and Klipfontein/Mitchell's Plain Sub-structure (based at Bellville Health Park)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683+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 Occupational Health Nursing Science. (R212). 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 postgraduate diploma (R635) accredited with the SANC in Occupational Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Occupational Health 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 postgraduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's license. Required to travel to provide support within the geographical area of the Chief Directorate: Metro Health Services. Competencies (knowledge/skills): Practical knowledge of Occupational Health and Risk Management. Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that governs Occupation Health and Safety. Experience in OHS. Computer literacy skills (Microsoft Office).
<u>DUTIES</u>	: Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Metro District. Support the implementation of the immunisation and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the district. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff. Maintains a sound Continuous Professional development.
<u>ENQUIRIES</u>	: Ms R Vallie Tel No: (021) 815-8685
<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.
<u>POST 33/208</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	: TC Newman CDC (X1 Post) & Welington CDC (X1 Post), Drakenstein 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 as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) 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 as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to effectively communicate (written and verbal). Computer literacy (MS Word and Excel).
<u>DUTIES</u>	: Assist with the management of the burden of disease in accordance with the guidelines and protocols of the Western Cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

ENQUIRIES
NOTE

- : Ms. J Bosch Tel No: (021) 862-4520
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. 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.

POST 33/209

- : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**
Cape Winelands Health District

SALARY

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

CENTRE
REQUIREMENTS

- : Gouda Clinic, Drakenstein Sub-district
- : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) 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 as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

DUTIES

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

ENQUIRIES
NOTE

- : Ms EJ Williams Tel No: (021) 862-4520
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. 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 33/210</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Koue Bokkeveld Mobile, Witzenberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) 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 as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): NIMART training or experience. Demonstrate in-depth knowledge of nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<u>DUTIES</u>	:	Assist with the management of the burden of disease in accordance with the guidelines and protocols of the Western Cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. L Wawini Tel No: (023) 316-9600
<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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. 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 33/211</u>	:	<u>INDUSTRIAL TECHNICIAN CONTROL GENERAL ENGINEERING (BUILDING MANAGEMENT AND MEDICAL GAS)</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T- or N- or S- Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Extensive appropriate experience in integrated Building Management Systems (BMS), CCTV, ICT operational monitoring and critical

infrastructure systems within a hospital or complex operational environment. Experience in operational coordination, incident management and infrastructure resilience planning. Project and contract management experience. Experience in a 24-hour operational or control room environment. Inherent requirements of the job: Able to perform standby and call-out duties. Able to work shifts in a 24-hour hospital environment. Valid driver's licence. Able to respond physically on-site during major incidents. Competencies (knowledge/skills): Sound knowledge of integrated control systems, including BMS, emergency power monitoring, fire detection interfaces and security monitoring systems. Knowledge of regulatory compliance frameworks including Occupational Health & Safety Act and applicable SANS standards. Understanding of structured incident management principles and the Incident Command System (ICS). Ability to coordinate multidisciplinary teams during operational disruptions and declared major incidents. Computer literacy (MS Word, Excel and Outlook). Strong analytical, planning and organisational skills. Good written and verbal communication skills. Ability to work effectively under pressure and maintain situational awareness in high-risk environments. 24-hour operational or control room environment experience.

DUTIES : Hospital Operations Command Centre Management: Manage and oversee the 24/7 operations of the Hospital Command Centre, ensuring continuous monitoring and operational readiness of all integrated systems including BMS, CCTV, ICT network monitoring, emergency power interfaces and contact centre infrastructure. Major Incident Command (ICS Bronze Commander): Function as Bronze Commander during declared incidents such as fires, flooding, power interruptions or ICT outages. Coordinate engineering, ICT, security and support services teams, escalate to Silver and Gold Command where required, and activate Business Continuity Plans in line with the Hospital Major Incident Plan. Regulatory Compliance and Governance: Ensure full compliance with statutory, regulatory and hospital engineering standards. Conduct compliance audits, manage vendor performance against SLAs, certify work completion and maintain accurate operational documentation. Risk, Incident and Communication Management: Lead investigations into system failures and infrastructure disruptions. Prepare and implement risk mitigation plans. Oversee inbound and outbound operational communications, including dispatch of engineering, security and support service teams. Leadership and Workforce Development: Supervise Command Centre personnel, manage shift rosters, implement SPMS processes, facilitate training and ensure compliance with HR and labour legislation.

ENQUIRIES : Mr L Naidoo Tel No: (021) 404-2263
NOTE : No payment of any kind is required when applying for these posts.

POST 33/212 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOLOGY) (X2 POSTS)**

SALARY : Grade 1: R413 121 per annum
 Grade 2: R482 499 per annum
 Grade 3: R564 822 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Cardiology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Cardiology. Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiology 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: After-hours' service is

compulsory. Valid driver's license. Competencies (knowledge/skills): Advanced knowledge of Echocardiography, Hemodynamics and Cath lab work including IVUS and OCT and IABP therapy and hemodynamic analysis. Importantly you need to be very skilled in pacemaker implant testing and follow up of pacemaker, ICD'S and CRT devices. Need to do ECG Holter ECG, stress ECG and Dobutamine stress Echo. Relevant experience in all aspects of Cardiac Physiology. Emergency procedures and ACLS competency required.

DUTIES

: Perform electrocardiograms (ECGs) on patients in laboratory, ward, and intensive care unit (ICU) settings to monitor and assess rhythm abnormalities. Conduct stress tests and exercise tolerance tests in laboratory settings to evaluate cardiac performance under physical exertion. Perform echocardiography (including transthoracic and transesophageal echocardiograms) on patients in Echo unit, ward, and ICU settings to assess heart structure and function. Carry out Holter monitoring and ambulatory blood pressure monitoring to evaluate cardiac rhythm and blood pressure over extended periods. Perform advanced cardiac diagnostic procedures, such as tilt table testing and cardiac event monitoring, in laboratory and clinical settings. Assist in cardiac catheterization procedures and other interventional cardiology procedures in the catheterization laboratory with regards to hemodynamics and emergency procedures. -Participate in intraoperative monitoring during pacemaker surgeries to ensure patient safety. Participate in research projects related to cardiology, contributing to advancements in cardiac care and technology. Engage in ongoing quality control and infection control measures to maintain high standards of patient care and safety. Train and mentor Clinical Technology students in cardiology, sharing expertise and practical knowledge. Perform administrative duties as assigned, including maintaining patient records, managing equipment, and ensuring compliance with clinical protocols.

ENQUIRIES

: Mr J Steyn Tel No: (021) 938-4099 or email: Jan.Steyn@westerncape.gov.za

NOTE

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration as Clinical Technologist: Cardiology with the relevant council (including individuals who must apply for change in registration status). -It should be noted that the advertised post is 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.

POST 33/213

: **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R413 121 per annum
Grade 2: R482 499 per annum
Grade 3: R564 822 per annum

CENTRE REQUIREMENTS

: Lotus River Community Day Centre
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in

		respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good interpersonal and communication skills. Ability to work independently and as part of a multi-disciplinary team. Reliable, articulate and able to interact with patients and other staff. An excellent work ethic.
<u>DUTIES</u>	:	Render Radiography services. Responsible for the smooth running of Radiography services at the Community Health Centre and other facilities. Delivery of a professional service to patients. Produce diagnostic images of high quality. Participate in student training if required. Ensure quality assurance and apply radiation protection. Perform administration duties as required. Provide comprehensive radiography services based on service requirements.
<u>ENQUIRIES</u>	:	Ms Z Sambo Tel No: (021) 703-3131, (Lotus River CDC).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to written/practical and oral assessments. 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 33/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES (MENTAL HEALTH REVIEW BOARD)</u> Directorate: Assurance (Specialised Hospital)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate three-year National Diploma/Degree in administration/ procurement/ business/ health field (or equivalent). Experience: Appropriate experience in general office administration or business management environment. Appropriate experience in health administration. Inherent requirements of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Client and task orientated. Good team building skills within and outside the Mental Health Review Board. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of the Mental Health Care Act 17 of 2002 and its Regulations. A sound knowledge of related prescripts and guiding documents, for example, PFMA, PAIA, POPIA, Public Service Act and Regulations, National Archives Act, Batho Pele Principles, Patients' Rights Charter. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and Office365. Creating and maintaining databases.
<u>DUTIES</u>	:	Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Provide technical and logistical support to MHRB by effective co-ordination of functions and services. Effective communication, liaison and training to mental health care professionals, mental health care document coordinators and other organisations. Implementation, development and maintenance of effective information management systems for accurate data-capturing and reports. Management of allocated resources.
<u>ENQUIRIES</u>	:	Mr L Nabe Tel No: (021) 483-9259 / 081 0411 063
<u>NOTE</u>	:	No payment of any kind is required when applying for this post

<u>POST 33/215</u>	:	<u>SYSTEMS CONTROLLER (FINANCIAL SYSTEMS: BAS)</u> Directorate: Financial Accounting
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, Finance Section: BAS Helpdesk
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3 - year National Diploma/Degree. Experience: Appropriate supervisory experience within similar environment. Inherent requirement of the job: Valid Code EB drivers' licence. Competencies (knowledge/skills): Extensive knowledge of Financial Systems: BAS & LOGIS. Leadership skills. Analytical Thinking. Planning and organisational skills. Diversity management. Report writing. Ability to work under pressure and meet deadlines. An aptitude for figure work. Meeting and presentation skills. Project Management skills.
<u>DUTIES</u>	:	Maintain and declare user account activity on BAS, security profiles/code Block. Monitor of source systems interfacing & system response. Liaise/interact with PT wrt system requirements & enhancements. Helpdesk Administration. Issue written/electronic financial system procedures/policies. Compile correspondences wrt A/G COMAF. Provide system input wrt disclosures relating to AFS. Provide training of sub-ordinates and BAS users.
<u>ENQUIRIES</u>	:	Ms A Van Niekerk Tel No: (021) 483-6754 or email: aakifah.vanniekerk@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/216</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u> West Coast District
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Financial Management. Appropriate supervision experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel, willingness to support clinics within the Sub-district. Competencies (knowledge/skills): Organisational leadership skills and an aptitude for working with financial figures. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS and BAS systems. Sound Knowledge of applicable policies (PFMA, AO System, Financial delegations/instructions and NTR) Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<u>DUTIES</u>	:	Responsible for Financial Administration (expenditure, Asset liability control, , verify and authorize and follow up on debt accounts and all other financial management responsibilities including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensuring correct SCOA allocations. Supervise Supply Chain Management and Asset Administration by ensuring efficient application of procurement processes for all supply chain responsibilities including contract management. Ensure effective and efficient control over ordering and purchasing of goods and services. Execution of compliance control and effective reporting on financial statements, disclosure of assets, inventories and Financial and SCM indicators accurately and timely. Effective Utilization of Management of Subordinates, Management of Finance & SCM and provide support to supervisor including adhoc oversight on Revenue Management if needed.
<u>ENQUIRIES</u>	:	Mr RJ Meyer Tel No: (022) 709-7287
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/217</u>	:	<u>SENIOR PERSONNEL PRACTITIONER (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Office of the Chief Directorate: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree. Experience: Appropriate experience of Personnel and Benefit Administration in the Public Service. Appropriate supervisory experience. Appropriate experience and knowledge of the PERSAL system. Inherent requirement of the job: Valid Driver's licence. Willingness to travel to institutions within the Chief Directorate. Competencies (knowledge/skills): Computer literacy in MS Office. Ability to work under pressure and meet deadlines.

<u>DUTIES</u>	:	Perform relief function at Health facilities in the absence of People Management Staff. Assist with People Management processes with regard to identified functions. Ensure rectifications of Auditor-General Reports as well as People Strategy Advisory Compliance reports, People Management Legislation, policies, practices and conditions of service and give guidance/advice to line managers. Perform client services function e.g. helpdesk regarding Conditions of Service. Identify training needs, implement programs for training of staff as well as conduct and facilitate. Provide formal functional training regarding the correct application of Human Resource Legislation, policies, practices and conditions of service.
<u>ENQUIRIES</u>	:	Ms L Du Plessis Tel No: (021) 815- 8752 or email: Leazille.DuPlessis@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/218</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience in the PERSAL system. Experience in all aspects of personnel and salary administration. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to travel Competencies (knowledge/skills): Computer literacy (MS Word, advanced Excel and PowerPoint). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Project management knowledge and capabilities. Appropriate planning and administration skills. Knowledge of Human Resource Management Legislation and Policies.
<u>DUTIES</u>	:	Assist and support to clients, personnel, management, and supervisors. - Render effective support to the supervisor and colleagues. -Training and development of subordinates. -Approve PERSAL transactions. -Administer and ensure effective and efficient implementation of Human Resource Management policies and prescripts. -Responsible for the monitoring and evaluation of staff in terms of the Staff Performance Management Systems (SPMS). -Ensure effective Leave Management. -Maintain effective record keeping -Supervise, plan, and coordinate the section regarding the relevant policies, prescripts as well as financial instructions regarding personnel and salary administration, allowances, leave, service terminations, WCA, acting allowance, debt management, and administration of general service conditions in the staff office.
<u>ENQUIRIES</u>	:	Mr A Overmeyer Tel No: (021) 510-0012
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>POST 33/219</u>	:	<u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, Performance Management, HRD, labour relations and Recruitment and Selection). Appropriate experience in PERSAL. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer skills: MS office packages (Word, Excel, Power Point, Outlook) and PERSAL. Knowledge and experience to the duties and responsibilities of a Human Resource section. Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices.
<u>DUTIES</u>	:	Administer and ensure effective and efficient implementation of HRM policies, prescripts, approval of PERSAL transactions with regards to Personnel provisioning, Personnel and Salary administration. Supervise Administration Clerks to ensure effective functioning of the Human Resource Section, Administer and ensure effective and efficient implementation to appointments,

		service terminations, salary administration and general service conditions, audit of leave and personnel files, debt management, pension administration and management of pay sheets, administration of OSD and Grade Progression, performance management and relevant reports. Administer and maintain an effective and efficient Recruitment and Selection service. Administer and maintain an effective and efficient Human Resource Development and labour relation service. Provide an effective support function to management and personnel.
<u>ENQUIRIES</u>	:	Mr J Levy Tel No: (021) 902-8077
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/220</u>	:	<u>ADMINISTRATIVE OFFICER: EMPLOYEE RELATIONS</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in an Employee Relations environment. Inherent requirement of the job: Valid Code B/EB driver's license. Willingness to travel. Ability to work independently and under pressure. Ability to work effectively within a team environment. Competencies (knowledge/skills): Labour legislation and collective agreements. Employee Relations management prescripts, policies, procedures and delegations. Relevant institutional, provincial and national legal and policy frameworks. Disciplinary, grievance and dispute resolution processes. Collective bargaining structures and labour relations practices. Computer literacy. Interpersonal and relationship management skills. Conflict management and negotiation skills. Decision-making and problem solving skills. Policy interpretation skills. Presentation and facilitation skills. Good verbal and written communication skills. Organisational and administrative skills. Ability to compile and analyse Employee Relations statistics and reports.
<u>DUTIES</u>	:	Provide advice, support and guidance to employees and supervisors on Employee Relations matters, labour legislation, collective agreements and departmental policies. Administer and monitor disciplinary cases and grievance procedures, including maintaining databases, registers and case records. Facilitate the effective functioning of the Institutional Management and Labour Committee (IMLC) through coordinating meetings, compiling agendas, recording minutes and maintaining labour relations statistics. Provide administrative and logistical support for Employee Relations training and development initiatives. Maintain and analyse Employee Relations statistics and compile reports for management and relevant stakeholders. Assist with the preparation of conciliation and arbitration matters, including the compilation of supporting documentation and maintenance of dispute registers. -Provide supervisory support to the Administrative Clerk and Intern and assist the Senior Administrative Officer with supervisory responsibilities. Promote compliance with labour legislation, collective agreements and departmental Employee Relations policies and procedures.
<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 33/221</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre (Orthotics and Prosthetic Centre)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Revenue (Patient Administration and medical records). Appropriate experience in a hospital administration environment. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Expected to travel between O&P Centre, Western Cape Rehabilitation Centre and Brackenage Transitional Care Facility to provide support when operationally required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient

		records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility. Good organizational and administrative skills and the ability to function in a team and under pressure.
<u>DUTIES</u>	:	Manage Patient Administration Services and Medical Records with the aim of enhancing data quality and patient information and records according to Finance instruction, circulars, and policies. Manage the fees department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of staff under your control. Support with security contract and telecommunication service request and repairs. Provide support to management and staff as service delivery needs arise.
<u>ENQUIRIES</u>	:	Mr. BJ Mlambo Tel No: (021) 531-5300
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/222</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Rural Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma (NQF6) or equivalent. Experience: Appropriate experience in Information Management within a health provider environment. Inherent requirements of the job: Valid driver's licence. Willingness to travel and work overtime if needed. Competencies (knowledge/skills): Good working knowledge and experience in Health Information Systems (SINJANI; Clinicom; ECCR, Hectis and SPV. Advanced computer literacy in MS Windows (Word, Excel, PowerPoint & Outlook). Logical thinker with attention to detail and ability to produce accurate and reliable outputs in a deadline-driven environment.
<u>DUTIES</u>	:	Data Management and Quality Assurance: Ensures the accuracy, quality, and compliance of healthcare data through validation, auditing, reporting, and adherence to prescribed standards, while supporting data users and continuous quality improvement. Monitoring and Evaluation: Analyses health data, monitors performance, and supports informed decision-making and quality improvement. Information Systems Management: Manages hospital information systems by supporting users, monitoring data quality, controlling system access, and ensuring compliance. IT Support and Coordination: Provides IT support, manages helpdesk requests, maintains IT assets, and ensures system compliance and continuity. Line Function and Staff Supervision: Supervises staff performance and development while ensuring effective operations and compliance with HR policies. Support to Supervisor: Ensures service continuity by acting for the supervisor when required and supporting stakeholder coordination.
<u>ENQUIRIES</u>	:	Mr A Hartnick Tel No: (023) 384-6417
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/223</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (LOSS CONTROL AND ASSET MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Office of the Chief Directorate: Metro Health Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Asset Management, Supply Chain Management and Procurement processes. Appropriate experience in LOGIS, EPS and Asset reporting. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Willingness to lift heavy boxes and equipment. Competencies (knowledge/skills): In depth knowledge of SCOA codes and reports on LOGIS and able to do reconciliations. Organisational, managerial, leadership skills and an aptitude for working with financial figures. Good interpersonal and organisational skills.

		Good strong people management skills, ability to work in a team context and motivate team members. Computer literacy in Microsoft Office. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Supply Chain Instructions as well as Accounting Officer System.
<u>DUTIES</u>	:	Effective management, procuring and monitoring of Inventory and Asset Management process and prepare documents for the Quotation Committee meetings. Perform asset stock take according to prescripts. Responsible for receiving, issuing and lifting of heavy items/assets. Perform relief duties and provide an effective support service to supervisor, management and institutions within Metro region. Manage staff in Supply Chain component in all aspects of People Management. Ensure that all transactions comply with legislative requirements (Audit compliance). Assist with the reporting of Annual and Interim Financial Statements, compiling and verifying asset reports monthly including reconciliations. Authorise Procurement Advice, Orders and Payments where applicable. Handle all queries related to SCM and execute control compliance related to SCM. Ensure sound Labour practices are executed and implemented.
<u>ENQUIRIES</u>	:	Ms C Whitting Tel No: (021) 815-8733
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/224</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (SUPPLY CHAIN MANAGEMENT)</u> Central Karoo District
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Beaufort West Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate working experience in LOGIS system & EPS. Inherent requirement of the job: Valid (Code B) driver's licence and willingness to drive. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point). Appropriate knowledge of the Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good communications skills (verbal and written) and leadership abilities. The ability to meet deadlines and complete tasks under extreme pressure.
<u>DUTIES</u>	:	Inventory control and warehouse management. Perform LOGIS system controller functions. Ensure that all transactions comply with legislative requirements (audit compliance). Manage the LOGIS system and the approval of transactions and drawing of related reports. Handle audit queries with regards to SCM. Assist with financial procedures and reporting on Annual and Interim Financial Statements. Asset management of the Central Karoo District.
<u>ENQUIRIES</u>	:	Ms E Abrahams Tel No: (023) 414 - 8200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment.
<u>POST 33/225</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Franshoek Groendal CDC, Stellenbosch 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: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the

		SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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 33/226</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Overstrand PHC Support and Outreach
<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 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 requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): Basic computer skills in MS Word, Excel, Outlook. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. NIMART, BANC trained or experience.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive care within the Primary Health Care context. Maintain ethical practice within legal and regulatory framework. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

<u>ENQUIRIES</u>	:	Mr M Magele Tel No: (028) 312-1012
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 33/227</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL TRAINER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Helderberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid Code EB/EC drivers' licence. Willingness to perform after-hour training service for staff members on night. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook) Knowledge of the nursing education and training.
<u>DUTIES</u>	:	Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses. Assist with effective management and utilisation of physical, material and financial resources within the nurse training department. Maintain ethical standards and promote professional growth and self – development. Participate in personal development, research and quality initiatives. Implement assessment strategies to determine staff and learners' competencies.
<u>ENQUIRIES</u>	:	Mr M Photo Tel No: (021) 850-4774
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). Shortlisted candidates may be subjected to a compulsory competency test. The pool of applications will be considered for vacancies within (Helderberg Hospital), for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post.
<u>POST 33/228</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R258 201 per annum Grade 2: R301 563 per annum Grade 3: R353 013 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist. Minimum of 1-

year relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with HPCSA as an Occupational Therapist. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years' experience after registration with HPCSA as an Occupational Therapist. Minimum of 21 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts and public service policies and procedures. Appropriate Mental Health experience. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Good communication, organizational and planning abilities. Computer literacy.

DUTIES : Conducting assessment of patients; planning, implementation & evaluation of treatment. Performing school & home visits. Attending of ward rounds, team meetings & team assessments. Development of resources to support interventions. Liaising with the multidisciplinary team, sending referrals to various stakeholders and following up with these persons/organizations. Report writing, file entries and capturing of daily stats. Management of material and equipment and ordering of stock. Participate in academics and departmental training.

ENQUIRIES : Ms K Smith, email: Kayla.Smith@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 appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status".

POST 33/229 : **ARTISAN PRODUCTION GRADE A TO C (TECHNICAL SERVICES)**
(ELECTRICAL/PLUMBING)
 West Coast District

SALARY : Grade 1: R253 341 per annum
 Grade 2: R297 249 per annum
 Grade 3: R345 342 per annum

CENTRE : Clanwilliam Hospital, Cederberg Sub-district,
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical or Plumbing. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime and to perform standby duties, including weekends and public holidays. Physically fit to handle heavy equipment and objects. Must be able to work on heights i.e. on ladders and scaffolding. Willingness to attend training and skills development programmes relevant to health facilities, maintenance and safety compliance. Willingness to travel within the Cederberg sub-district to perform maintenance repair work. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act 1993 and its relevant regulations. Ability to do general building maintenance and assist with duties in other maintenance trades where required, including but not limited to basic carpentry, painting, electrical, plumbing, and general repairs, within the scope of competence and safety requirements. Ability to read, write and follow written instructions, including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to conduct fault-finding mechanical/electrical and do repairs down to

		component level. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).
<u>DUTIES</u>	:	Perform installation, maintenance, fault-finding and repairs in the relevant trade, namely electrical or plumbing. Perform general maintenance tasks in other trades where required, including basic carpentry, painting, electrical, plumbing and general building repairs. Lead and coordinate the daily activities of the maintenance team by allocating tasks, monitoring work progress and ensuring that maintenance requests are attended to effectively. Perform maintenance-related administration, including completion of job cards, record keeping, reports, stock/tool control, asset information, requisitions, and follow-up on maintenance requests. Ensure maintenance work is performed safely and in accordance with Occupational Health and Safety requirements. Perform financial, human resources and general administrative duties related to the maintenance function.
<u>ENQUIRIES</u>	:	Mr D Snell Tel No: (022) 921-2153
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. 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 services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 33/230</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)</u>
<u>SALARY</u>	:	Grade 1: R253 341 per annum Grade 2: R297 249 per annum Grade 3: R345 342 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within Metro when operational needs require. Competencies (knowledge/skills): Competencies (knowledge/skills): Ability to work independently and under pressure, with good organisational and team skills. Ability to plan (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely.
<u>DUTIES</u>	:	Maintain and repair all plant and equipment at the Hospital under the supervision of the artisan Foreman. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties. Appropriate experience in the mechanical field, general mechanical repairs and the ability to carry out basic general welding. - knowledge of air conditioning equipment and medical gas plants. -May be required to provide support at other institutions when emergency arises.
<u>ENQUIRIES</u>	:	Mr L Johnson Tel No: (021) 658-5481
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/231</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (VARIOUS INSTITUTIONS) (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	District Six CDC (X1 Post) Kensington CDC (X1 Post) Houtbay CDC (X1 Post) Maitland CDC (X1 Post), SWSSO
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Experience in Admissions. Inherent requirements of the job: Perform relief duties as required. Competencies (knowledge/skills): Computer literacy. Good communication (verbal and written) and interpersonal skills. Knowledge of Hospital Fees Memorandum Chapter 18, PFMA, UPFS.

		Knowledge of PHCIS. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability, responsibility and maintaining confidentiality.
<u>DUTIES</u>	:	(key result areas/outputs): Admission of patients: obtain information from patients and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and managing duplicates & old folders as well as maintaining a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written and or telephonic queries or enquiries with regards to patient admission matters. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms N Beukes Tel No: (021) 833-5400 (District Six CDC), Ms M De Louw Tel No: (021) 593- 150 (Kensington CDC), Ms T Ahjam Tel No: (021) 810-8040 (Houtbay CDC), Ms L Meyer Tel No: (021) 510-6473 (Maitland CDC)
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.
<u>POST 33/232</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management. Appropriate experience regarding PERSAL salary system. Inherent requirement of the job: Ability to work under pressure. Prepared to work overtime when required. Ability to function in a multi-disciplinary team. Competencies (knowledge/skills): Computer literacy (Word, Excel, PowerPoint and Outlook). Basic understanding of People Management. Knowledge and Experience of Persal and its relevant functions. Ability to work under pressure and meet deadlines. Good (written and verbal) communication skills.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the Personnel Administration section (e.g. appointments, service terminations, transfers, pension administration, PILIR, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents and qualifications). Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). Auditing of personnel and leave records. Assist with all other administrative functions in the Personnel component.
<u>ENQUIRIES</u>	:	Mr P Petersen Tel No: (021) 360-4439
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/233</u>	:	<u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Personnel administration. Competencies (knowledge/skills): Good computer (MS Word and Excel), 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>	:	Provide an efficient personnel and salary administrative function. Assist with recruitment and selection process. Provide an effective support function to Supervisor. Handle a variety of personnel, written and telephonic enquiries. Audit personnel, pension and leave files. Maintain effective record keeping.
<u>ENQUIRIES</u>	:	Mr AD Newing Tel No: (021) 816-8562
<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 33/234</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum

<u>CENTRE REQUIREMENTS</u>	:	Southern Western Sub-structure Office
	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Valid (Code B/EB) driver's license. Experience: Appropriate & relevant experience in People Development/ Human Resource Development. Competencies (knowledge/skills): Computer literacy in MS Word, Excel & PowerPoint. Good interpersonal skills. Good organisational skills and the ability to function under pressure and as part of a team.
<u>DUTIES</u>	:	Assist with the training needs analysis & completion of the Workplace Skills Plan & completion of quarterly training reports. Assist with the implementation of generic & transversal training, PTI courses and sourcing Service Providers. Assist with processing payments & training advances. Arrange Training meetings and act as secretariat for the Skills Committee meeting. Assist with the implementation, administration and evaluation of EPWP Projects/ Learnerships, Employee Health & Wellness Programmes, CIP, PSI, Bursary Scheme & CET. Assist with general People Management enquires/ tasks - functions within the section.
<u>ENQUIRIES NOTE</u>	:	Ms C Moses Tel No: (021) 202-0969
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessments.
<u>POST 33/235</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NEUROLOGY)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital/ medical environment. Competencies (knowledge/skills): Computer literacy (MS Office suite i.e. Word, Excel and Outlook). Excellent typing and organization skills. Familiarity with PGWC information systems (IS), such as ECCR and ECM Opentext. Familiarity with the Vula referral system. Knowledge of testing modalities used in the Neurology environment (nerve conduction studies, EMG, EEG, evoked potentials, lumbar puncture). Ability to work independently. Ability to execute duties accurately and thoroughly. Good interpersonal skills and ability to work under pressure and in a team. High ability to communicate effectively (verbally and written).
<u>DUTIES</u>	:	Provide administrative support to the HOD and Neurology team. Manage new patient clinic bookings, test bookings and Botulinum Toxin Clinic scheduling using the Vula platform and a central diary. Liaise with the Neurology OPD clerk regarding new patient bookings. Filing, forwarding and uploading to IS of all reports issued within the division. Receive and assist patients attending A8 Laboratory for appointments or queries. Receive and register all incoming correspondence/queries (by hand delivery, email or telephone), handle accordingly or delegate to the appropriate team member. Ensure effective and efficient administrative support and office management. Execute general administrative duties including submission of call rosters and leave forms to PGWC-HR, ordering of office consumables and equipment and asset management. Ensure effective records management and maintenance of filing systems. Liaise with provincial departments and all other stakeholders. - Maintain stroke unit data capturing on the Res-Q database, ensuring timely and accurate entry of stroke patient records and submission of related reports.
<u>ENQUIRIES</u>	:	Dr R Mistry Tel No: (021) 938-5752
<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 33/236</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competences that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in LOGIS and the Electronic Procurement System EPS. Appropriate experience in ESL & contracts. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Willingness to rotate within Supply Chain Management Department and relieve colleagues when needed. Competencies

		(knowledge/skills): Appropriate knowledge of the Accounting Officer's System and SCM Delegations of the Department. Appropriate knowledge of Western Cape Supplier Database & Centralized Supplier Database. Computer literacy (Windows/Word/Excel and Outlook & Share point). Good communication skills (written and verbal).
<u>DUTIES</u>	:	Demand and Acquisition of Goods and Services - Perform ESL buy-out requests, advertising quotations on EPS, preparing quotations for Quotation Committee & Adjudication accordingly. Record Keeping, all relevant SCM and procurement documentation. Ensure Audit Compliance, all SCM and internal procurement policies. Reporting to Supervisor and relief duties (Support to Supervisor and the broader SCM and Finance team).
<u>ENQUIRIES</u>	:	C Michaels Tel No: (044) 204 -7245
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test.
<u>POST 33/237</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE SOURCING) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R237 453 per annum
<u>CENTRE</u>	:	Southern/Western Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in recruitment and selection. Competencies (knowledge/skills): Ability to work under pressure, meet deadlines and to maintain confidentiality. Computer literate (i.e MS Word, Excel, Outlook, E-recruitment system and PERSAL). Good interpersonal, decision making, problem solving skills and the ability to function in team as well as independently. Ability to execute duties accurately and thoroughly.
<u>DUTIES</u>	:	Perform all administrative duties pertaining to the employee sourcing section e.g. assist with the compilation of advertisements, capturing of adverts on e-Recruitment system, recruitment and selection processes, logistical arrangements for all posts, verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Perform secretarial duties before, during and after interviewing processes. Liaise with relevant role players with regards to recruitment and selection matters. Assist with the drafting of motivations and submissions. Maintain and update databases. Capture adverts on the SCUBED system. Provide an effective support service to supervisor, managers and assist managers with the E-recruitment system.
<u>ENQUIRIES</u>	:	Ms A Jacobs Tel No: (021) 202-0957
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical/written and oral assessment.
<u>POST 33/238</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> West Coast 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>	:	Citrusdal Hospital, Cederberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends, and public holidays. Willingness to rotate between wards within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team and to function effectively within a multidisciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.

<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. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 33/239</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route 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>	:	Plettenberg Bay Clinic, Knysna/Bitou Sub- district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime and perform outreaches. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Ms JA Stander Tel No: (044) 302 - 8400
<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. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 33/240</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (THEATRE & CSSD)</u> Cape Winelands 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</u>	:	Stellenbosch Hospital, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Willingness to work in all wards. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in

		MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms. R De Silva Tel No: (021) 808-6103
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".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 33/241</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years appropriate / recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays, night duty and overtime when necessary. Willingness to rotate between wards within hospital. Competencies (knowledge/skills): Basic communication skills (both written and verbal). Ability to function as part of a 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</u>	:	Ms B Nontsele Tel No: (021) 508-7408/ (021) 713-7627
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/242</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</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>	:	Caledon Clinic and Grabouw Community Health Centre, Theewaterskloof Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows you registration with South African Nursing Council as a Staff Nurse. Registration with a professional council: Registration with SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: 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: Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication skills. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Basic Computer literacy (MS Office).

<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms V Maqhina Tel No: (028) 814-7313
<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 33/243</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Garden Route 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>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Grade 3: A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work shifts, night duty, including weekends, public holidays as well as overtime. Willingness to assist in the other wards in the hospital when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work in a team across the service platforms.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.
<u>ENQUIRIES</u>	:	Mr NL Mphato Tel No: (028) 713 - 8643
<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 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). 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 33/244</u>	:	<u>OPERATOR (PNEUMATIC TUBE STATION)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7). Experience: Appropriate operator experience. Inherent requirements of the job: The ability to do physical tasks such as lifting of carriers. Render a shift duty. Competencies (knowledge/skills): Extensive

		knowledge of the Tube distribution service Ability to effectively communicate Basic knowledge of Infection Prevention Control procedures willingness to work under pressure.
<u>DUTIES</u>	:	Responsible for the operational function of the Pneumatic Tube System, the dispatch and collection of tubes and telephonic queries/requests. Responsible for reporting defective specimens and transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents. Ensure a safe and hygienic work environment and apply basic Infection prevention control measures as well as collecting and cleaning of equipment Assist with the collection of DHA1663 from wards and perform other miscellaneous duties, e.g. messenger duties and assist undertaker with queries.
<u>ENQUIRIES</u>	:	Ms F Zaba Tel No: (021) 404-5037
<u>NOTE</u>	:	No payment of any kind is required. Shortlisted candidates may be subjected to a competency test.
<u>POST 33/245</u>	:	<u>TELKOM OPERATOR</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Macassar CDC, Khayelitsha/ Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate experience in the operating of a high-volume switchboard, a messaging/ paging system and managing an enquiry/ helpdesk. Competencies (knowledge/skills): Good communication (verbal and written) and interpersonal skills. Excellent telephone etiquette. Willingness to work under pressure, unsupervised and in a team environment. Willingness to work shifts, including public holidays, weekends and overtime. Computer literacy (MS Office: Word, Excel and PowerPoint).
<u>DUTIES</u>	:	Manage switchboard, email and telephonic enquiries, dispatching calls, taking and delivering messages, making announcements and paging staff over intercom. Manage the facility helpdesk. Effective telecommunication and support service to the facility. Handle all internal and external calls and general enquiries. Handle all telecommunication equipment and related tasks to ensure that all equipment is in working order, report all faults timeously to line manager. Maintain and update internal directory. Keep records of all official and private calls and print and distribute monthly telephone accounts. Provide clerical and administrative support to colleagues and supervisor.
<u>ENQUIRIES</u>	:	Mr F Wilson Tel No: (021) 857-2330
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 33/246</u>	:	<u>TELKOM OPERATOR (SWITCHBOARD SUPPORT SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating of high-volume switchboard. Inherent requirement of the job: Physically able to hear and speak clearly. Ability to work shifts, night shift, weekends and public holidays. Competencies (knowledge/skills): Appropriate knowledge and ability to operate a high-volume Switchboard and equipment, and a public address system effectively and efficiently Excellent listening skills and telephone etiquette Computer Literacy in Microsoft Packages (Word excel and Outlook.
<u>DUTIES</u>	:	Manage switchboard & page staff over the Public Address system Effective communication handling (both internally and externally) of incoming and outgoing calls and answer telephone enquiries and delivering messages Handling of all telecommunication equipment and related task and ensuring that switchboard and telephone equipment is in working is in working order and report all faults to supervisor /relevant person. Maintain internal telephone directory Provided feedback on the operational running of the component and support supervisor by adhering to the code Conduct for the Public Service.
<u>ENQUIRIES</u>	:	Ms A Gonya Tel No: (021) 360-4412
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 33/247</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY/NEONATAL) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as an Enrolled Nursing Assistant. Registration with a professional council: Registration with SANC as 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 requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekends. Must be prepared to assist in all departments according to operational needs. Willingness to work overtime when necessary. Ability to work under pressure. Competencies (knowledge/skills): Computer literacy (MS Office and Outlook). Basic Nursing Care principles and procedures. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to effectively communicate verbally and in writing, function within the multi-disciplinary team and facilitate on the level of the post.
<u>DUTIES</u>	:	Provision of basic nursing care by assisting patients with activities of daily living (physical care). Ensure implementation of basic nursing care plans and effective communication. Effective utilisation of resources. Promotion of QA, IPC AND OHS within the department. Maintain professional practice and ethical conduct and self-development.
<u>ENQUIRIES</u>	:	Ms LA Abrahams Tel No: (021) 816-8556
<u>NOTE</u>	:	No payment of any kind will be 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 33/248</u>	:	<u>GENERAL WORKER: STORES (WAREHOUSE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Worcester Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Good physical health. Ability to do physical tasks and operate heavy-duty Warehouse equipment. Be able to work with cleaning materials, do high-dusting and lift heavy equipment and supplies. Competencies (knowledge/skills): The ability to issue stock, incoming and outgoing buyouts/stock according to AOS (Accounting Officer System), as well as safely and correctly handle Warehouse equipment. Basic numerical skills. Ability to work effectively in a team.
<u>DUTIES</u>	:	Provided effective warehouse and stock support by receiving, handling, and issuing stock, maintaining accurate stock records, and ensuring adequate shelf stock levels. Maintained a clean and organised warehouse environment and supported efficient stock movement and distribution to departments. Assisted with the delivery, relocation, and disposal of furniture and equipment within the hospital, ensuring safe handling to prevent damage. Maintained professional conduct and compliance by adhering to attendance, leave, working hours, departmental policies, and the Code of Conduct. Demonstrated accountability, effective communication, and positive working relationships while carrying out assigned duties.
<u>ENQUIRIES</u>	:	Ms J Smith Tel No: (023) 348-1210
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 33/249</u>	:	<u>HOUSEHOLD AID (THEATRE)</u> Garden Route District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Willingness to work shifts, weekends, public holidays, night duty, and overtime when required. Willingness to rotate in different departments according to operational needs and when needed. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Support to housekeeping supervisor and adhere to policies and cleaning practices. Knowledge of stock, assets, linen and equipment control.
<u>DUTIES</u>	:	Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Responsible for cleaning and safe keeping of machinery. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients.
<u>ENQUIRIES</u>	:	Ms CG Wagener Tel No: (044) 302 - 8400
<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 33/250</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Khayelitsha/ Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience. Inherent requirement of the job: Valid code (B/EB) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime. Competencies (knowledge/skills): Good communication skills (written and verbal). The ability to work independently and be accountable and responsible with good interpersonal skills. Be physically fit and capable of performing duties that require physical exertion. Physical fit to perform transportation duties. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.
<u>DUTIES</u>	:	Ensure an efficient and effective transport service for Primary Health Care and Health Programs at Khayelitsha/Eastern Sub Structure Office. Conduct routine inspecting of the GG vehicles and timely reporting of defects. Ensure vehicles are kept clean and tidy. Ensure vehicles used are kept clean and tidy. Execute transport duties in relation to a scheduled roster. Ensure an effective daily transport administration duty is rendered and provide support to Supervisor.
<u>ENQUIRIES</u>	:	Mr MY Strauss Tel No: (021) 360-4662
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. Please note that, in line with the operational requirements of the Department of Health and Wellness, the Driver will also be required to assist with the offloading and delivery of goods as part of the role's responsibilities.
<u>POST 33/251</u>	:	<u>DRIVER (LIGHT DUTY VEHICLE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate driving experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. A valid PDP (Public Drivers Permit). After

	hours standby duties. Be of sober habits. Competencies (knowledge/skills): Knowledge of Transport Regulations. The ability to accept accountability and responsibility and to work independently. Good communication skills.
<u>DUTIES</u>	: Transport official passengers, post, packages and equipment. Effective delivery and collection of all blood products. Maintenance PA safety and cleaning of Government Vehicles. Delivery of medication, goods and equipment within the PGWC. Routine inspection of vehicles and reporting of defects. Routine administration. Relieve duties and standby duties.
<u>ENQUIRIES</u>	: Ms J van der Riel Tel No: (021) 799-1270
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 33/252</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (SESSIONAL) (20 HOURS PER WEEK)</u> (Contract till 31 March 2029) Cape Winelands Health District
<u>SALARY</u>	: Grade 1: R223 per hour Grade 2: R272 per hour Grade 3: R327 per hour
<u>CENTRE</u>	: Drakenstein Sub-district (PHC)
<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: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	: Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Maintain accurate clinical records, statistics registers, and referral records. Effective utilisation of Resources/Stock within the limited budget constraints. Participate in Community events and initiate awareness regarding health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms J Bosch Tel No: (021) 862-4520
<u>NOTE</u>	: No payment of any kind is required when applying for this post. A practical test may form part of the selection process. 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).