

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

<u>APPLICATIONS</u>	:	Applications must be submitted by using the following URL https://www.westerncape.gov.za/education via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
<u>CLOSING DATE</u>	:	09 October 2026
<u>NOTE</u>	:	Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment.

OTHER POSTS

<u>POST 34/263</u>	:	<u>DEPUTY DIRECTOR: ECD: ADMINISTRATION AND REPORTING SYSTEMS MANAGER REF NO: 332</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a SAQA-recognised three-year post-matric qualification (NQF Level 7) in Information Systems / ICT / Computer Science / Data or related field. 6-7 years' relevant experience in Systems administration and user support; User Acceptance Testing (UAT) and training facilitation. Data reporting and system usage monitoring. Knowledge of: Cloud-based system operations; Provincial EMIS environment and/or ECD system landscape. Strong analytical, data manipulation and reporting skills (Excel advanced level). Ability to coordinate multi-level stakeholders (national, provincial, district). Problem-solving ability, attention to detail, and customer service orientation. Ability to work independently and travel extensively. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for Provincial eCares System Use & Performance management. Lead provincial support for system usage, performance and adoption; Monitor user compliance with system functionality and data workflows; Advocate system utilisation for decision-making. User Support & Access Management; Manage 1st line helpdesk support for PED users; Manage user access, roles and permissions; Escalate issues promptly to national and service providers. User Training & Capacity Building- Conduct ongoing training on: New releases; Functional improvements; Reporting and dashboards. Support districts and circuits to drive usage. Testing & Implementation-Lead provincial testing of system releases and updates; Develop test plans, record UAT outcomes, submit feedback to developers; Validate system enhancements prior to deployment. Systems Maintenance Support- Work with DBE and vendors (e.g. Mezzanine/Vodacom) to ensure

		continuity; Identify and resolve technical issues affecting provincial users. Reporting & Master Data Management-Maintain alignment between eCares and EMIS Master lists; Validate EMIS number allocation in eCares; Support provincial reporting needs and accuracy. Stakeholder Collaboration-Work closely with PED ECD and EMIS Directorates; National EMIS and ECD teams social partners such as Ilifa Labantwana and the Bana Pele Initiative. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/264</u>	:	<u>DEPUTY DIRECTOR: ECD: OPERATIONS MANAGER REF NO: 335</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, all-inclusive package to be structured in accordance with the rules for MMS
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must have a SAQA-recognised three-year post-matric qualification (NQF Level 6 or higher) with Project Management as an added advantage. Minimum 5 years' experience in an operational delivery or implementation support role. Experience in ECD programme implementation, stakeholder coordination and provincial support. Proven experience in planning and coordinating multi-functional projects. Strong communication, facilitation and reporting skills. Ability to influence, negotiate and drive delivery across provincial/district stakeholders. Ability to travel extensively and work beyond normal working hours. Understanding ECD registration, infrastructure support and subsidy processes will be advantageous. A valid driver's license is essential.
<u>DUTIES</u>	:	The successful candidate will be responsible for coordinating the execution of national ECD registration, subsidy and overall ECD business process improvement plans at provincial and district levels. Adapting national plans for provincial implementation and securing approvals from PED leadership. Facilitating training on registration processes, subsidy workflows and eCares system updates. Coordinating stakeholder engagements and ensuring alignment across key departments and sector partners. Supporting ELP implementation and ensuring requirements are met to achieve minimum compliance for subsidy fulfilment. Monitoring district delivery, tracking performance and ensuring timely resolution of blockages. Facilitating reporting processes, including weekly updates, dashboard monitoring and provincial consolidation. Driving execution of new initiatives to improve registration, subsidy and other ECD Business process administration efficiency. Provide ongoing implementation support to district teams and programme interventions.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/265</u>	:	<u>ASSISTANT DIRECTOR: ECD: DATA QUALITY ASSURANCE OFFICER REF NO: 327</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must have a SAQA-recognised three-year post-matric qualification (NQF6 or higher) in Data Management, Information Systems, Statistics, Social Sciences, M&E or related field. A postgraduate qualification in a relevant field will be an added advantage. 5 years' experience in data management, data quality assurance, monitoring or system support. Experience in the education sector data (e.g., EMIS) or ECD programmes is beneficial. Strong proficiency in: Microsoft Excel and data validation; Business Intelligence tools (e.g., Power BI, Tableau) advantageous; Basic database and reporting processes. Ability to support end-users and provide helpdesk-style guidance. Good communication (verbal & written) and stakeholder coordination skills. Problem-solving, attention to detail, and the ability to work independently. A valid driver's licence and willingness to travel provincially.
<u>DUTIES</u>	:	The successful candidate will be responsible for monitoring and improving accuracy, completeness and consistency of ECD data in the Early childhood Administration and Reporting System -eCares. Supporting district and

provincial users with data entry, uploads, corrections and troubleshooting. Conducting data quality checks and implementing improvement measures. Maintaining records of discrepancies, resolutions and reporting artefacts. Supporting preparation of routine provincial and district reports. Conducting and supporting user training and capacity-building. Promoting the utilisation of dashboards and reports for planning and service delivery. Supporting user access management and assisting with system usage queries. Collaborating with national, provincial and district stakeholders to drive improved data quality practices. Conduct or support training sessions (virtually and in-person) for provincial and district users on data quality requirements (working with provincial training team). Reinforce importance of accurate data entry and maintenance. Share tips and guidance for improving data quality. Design and implement data quality and completeness reviews. Advocate for use of eCares reports and dashboards to support ECD operations and planning. Advocate and train province and district users in using reports and dashboards to support their operations and planning for ECD, including data collection where appropriate (initialisation of eCares usage to support ECD business processes and ECD related Data usage and reporting practices). Ensuring that reports and new plans are prepared with enough lead time to get the necessary approvals. The candidate will report to the provincial EMIS head and work closely with the ECD Directorate.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/266 : **SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 326**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES : The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES : Ms R Leukes Tel No: (021) 833 8478

POST 34/267 : **SENIOR ADMINISTRATIVE OFFICER: ECD: REF NO: 333**
Directorate: Early Childhood Development
(3-Year Contract)

SALARY : R413 001 per annum
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a relevant post-school qualification in Information Systems, Education, Data Analysis, Public Administration, or a

related field. The successful candidate must demonstrate strong computer literacy, including proficiency in MS Office, online systems, and data entry platforms, as well as practical experience using information systems or databases. Candidates should have experience in system rollout support, training facilitation, or user support, preferably within the education or Early Childhood Development (ECD) sector. Intermediate data analysis and reporting skills are required, including the ability to identify data quality issues, trends, and gaps. Applicants must have strong problem-solving and analytical thinking skills, effective verbal and written communication skills, and the ability to explain technical concepts clearly to district officials and ECD service providers. Willingness to travel within the province and provide on-site support to users is essential.

DUTIES

: The successful candidate will be responsible for supporting the effective rollout, adoption, and day-to-day use of the eCares system across districts and ECD service providers. Key responsibilities include Providing first-line user support to district officials and ECD centres on system usage, data capture, document uploads, enrolment updates, and troubleshooting. Delivering hands-on training and coaching to users to strengthen system adoption and improve data quality. Supporting data management, verification, and maintenance, ensuring accurate and timely submission of ECD information. Conducting basic data analysis and reporting to support operational decision-making and funding processes. Escalating unresolved technical or system issues to provincial or national support structures where required. Promoting a culture of data use, learning, and accountability within district ECD structures. Contributing to the continuous improvement of training and support approaches based on user feedback and operational needs.

ENQUIRIES

: Ms R Leukes Tel No: (021) 833 8478

POST 34/268

: **SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 328**

Directorate: Early Childhood Development
(3-Year Contract)

SALARY

: R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.

CENTRE

: Cape Town

REQUIREMENTS

: Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.

DUTIES

: The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.

ENQUIRIES

: Ms R Leukes Tel No: (021) 833 8478

<u>POST 34/269</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 329</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
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<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/270</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 330</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
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<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
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<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/272</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 334</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
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<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478
<u>POST 34/273</u>	:	<u>SOCIAL WORKER: SOCIAL SERVICES PROFESSIONAL: ECD: REF NO: 336</u> Directorate: Early Childhood Development (3-Year Contract)
<u>SALARY</u>	:	R338 208 per annum, (OSD as prescribed). Salary depends on years of experience after registration with the professor.
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate Certificate or bachelor's degree in social Auxiliary Work/ Social Work. Registration with the South African Council for Social Service Profession as a Social Worker/ Social Auxiliary Worker. A minimum of 2 years' experience in Social Work/ Social Auxiliary Work. Knowledge of early child development, the policies and legislation regulating ECD, age-appropriate stimulation and play-based learning, ECD registration requirement and the ECD subsidy process. Strong administrative and compliance skills are required, particularly in record keeping and documentation, and the application of ECD registration requirements. The ability to monitor attendance, incidents and progress in ECD programmes. The ability to mobilise community resources and to collaborate with NGOs, clinics, schools and other government departments. Knowledge of data confidentiality and the ethical handling of information.
<u>DUTIES</u>	:	The successful candidate will be responsible for providing administrative and compliance support across the Registration, Infrastructure Support, and ECD Subsidy business processes. Processing, organising, and tracking centre-level documentation required for registration and funding. Uploading and managing digital records of ECD programmes on DBE-approved platforms. Monitoring application progress and flagging incomplete or incorrect submission of application documentation. Preparing district reports and data updates, including evidence for site visit readiness. Liaising with district officials, ECD centres, and field staff to coordinate follow-ups and site visits. Mapping and updating ECD centre information at the district level. Accompanying provincial and/or district officials on ECD site visits, supporting document collection, practitioner engagement, and registration/subsidy query resolution.
<u>ENQUIRIES</u>	:	Ms R Leukes Tel No: (021) 833 8478

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>	:	05 October 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 33/226: Professional Nurse Grade 1 To 3 (General) (Primary Health Care), Salary: Grade 1: R337 359 per annum, Grade 2: R411 978 per annum, Grade 3: R495 423 per annum Centre: Overstrand PHC Support and Outreach advertised in the Public Service Vacancy 33 dated 11 September 2026, with reference number Post 33/226: Post has been cancelled.

OTHER POSTS

<u>POST 34/274</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Cape Winelands District
<u>SALARY</u>	:	R1 101 468 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Drakenstein PHC, Drakenstein Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A health-related qualification at NQF level 7 that allows registration with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or South African Pharmacy Council (SAPC). Experience: Appropriate management experience in an appropriate healthcare environment. Inherent requirements of the job: Valid Driver's licence. Competencies (knowledge/skills): Sound knowledge of the district health system. A firm grasp of the principles and practice of primary healthcare in the South African context. Computer literacy. Ability to communicate (verbal and written).
<u>DUTIES</u>	:	Provide strategic leadership, governance, operational management, quality assurance and oversight of Primary Health Care services within the Sub-District, including clinic-based and community-based services, oral health services, the implementation of the Community-Oriented Primary Care approach, burden of disease management, internal policy and procedure development, monitoring and evaluation systems, and complaints management. Oversee the effective management of critical support services on the Primary Health Care platform, including pharmacy services, information management and data systems, infrastructure, equipment, cleaning services and security services. Ensure sound financial planning, budget management and expenditure control, including demand management, stock control, asset management and compliance with audit requirements. Manage workforce planning and human resource processes, including labour relations, disciplinary matters, performance management and the development of staff within the Sub-District Primary Health Care platform. Establish and maintain effective liaison, collaboration and network with relevant stakeholders within the ecosystem, including hospitals, non-governmental organizations, private service providers, municipalities and community structures, and promote the effective functioning of clinic committees.
<u>ENQUIRIES</u>	:	Ms. H Liebenberg Tel No: (023) 348-8101
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a practical test and competency assessment. 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 34/275</u>	:	<u>MEDICAL OFFICER GRADE 1 TO GRADE 3 (OBSTETRICS AND GYNAECOLOGY)</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</u>	:	Mitchells Plain District Hospital
<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. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified

employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Commuted overtime contract is compulsory, as well as the ability to work after-hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Must be able to perform assisted deliveries (vacuums) safely and without supervision. Computer literacy in MS Office mandatory.

DUTIES

: Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Operating independently (theatre cases include complicated caesarean sections, laparotomies for ectopic pregnancies, evacuation of uterus, postpartum sterilizations). Managing critically ill patients including resuscitation. Management of early pregnancy complications which needs a basic O&G ultrasound competency. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES

: Dr T Hinkel Tel No: (021) 377-4757

NOTE

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

POST 34/276

: **PHARMACIST GRADE 1 TO 3 (PRODUCTION)**

Chief Directorate: Metro Health Services

SALARY

: Grade 1: R882 816 per annum
Grade 2: R954 339 per annum
Grade 3: R1 041 402 per annum

CENTRE

: New Somerset Hospital

REQUIREMENTS

: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Willingness to perform on-call duties and work overtime should the need arise, after hours including weekends and public holidays. Valid Driver's license. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. 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. Familiar with Hospital level healthcare Environment, Antimicrobial Stewardship and Rational Medicine Use.

- DUTIES** :
- Perform relief duties to provide quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list and ensuring clinical service delivery. Assist with ensuring quality of care of pharmacy services by doing ward audits in areas where medicine is kept. Assist with medicine management by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with managing pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Assist with collating and interpreting pharmaceutical data and ensure representation of pharmacy services at all relevant meetings. Conduct outreach visits to facilities within the sub-structure and provide pharmaceutical services, advice and support, including inspections, monitoring and assessment of pharmaceutical services and medicine management practices, requiring travel to supported facilities. Support with monitoring of Human Resources and supervising of Pharmacists Assistants to ensure optimum productivity and people development.
- ENQUIRIES** :
- NOTE** :
- W Rosant Tel No: (021) 402-6360
- No payment of any kind is required when applying for this post.

POST 34/277 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY :

CENTRE :

REQUIREMENTS :

R785 568 per annum

Overstrand Sub-district Office, Hermanus

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A4 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 Primary Health Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Experience with statistical data and financial management. Good interpersonal, people management skills. Good communication skills. Computer literacy (Ms Word, PowerPoint and Excel). Knowledge of Public Sector legislation.

DUTIES :

General and operational management of the Sub-District PHC services as well as all related services linked to the PHC facilities and implementation of the prescribed package of services. Responsible for strategic and operational planning, the implementation of operational plans as well as monitoring and evaluation. Responsible for internal and external governance including collaboration with other sectors and stakeholders. Ensure sound Financial, Supply Chain Management and People Management practices. Ensure an effective Quality Assurance and Quality Management process. Manage Health Strategy and Support through good governance in Information management, Pharmaceutical & Laboratory Services.

ENQUIRIES :

NOTE :

Ms CT Marais Tel No: (028) 316-1166

No payment of any kind is required when applying for this post. Candidates may be required to undergo a competency assessment. 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 34/278</u>	:	<u>ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R720 819 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) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or trainings. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Competencies (knowledge/skills): Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety and Risk Management – including Ideal Hospital Framework and the Office of Health Standard Compliance. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem solving & decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Overall coordination, implementation and monitoring of the strategic nursing practice objectives on night in the hospital. Effective management and coordination of quality nursing care within set standards within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the hospital. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation. Ensure that clinical nursing practice are rendered by the nursing team and promote quality of nursing care as directed by scope of practice and standards.
<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. Shortlisted candidates could be subjected to a competency test on the day of the interview.
<u>POST 34/279</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE AND CSSD)</u> West Coast District
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Perioperative Nursing. 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 with the SANC as Nurse Specialist in Perioperative Nursing. Registration with a professional council: Current registration with

SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to work standby, Weekend and during public holidays. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good communication (written and verbal) skills with the ability to manage conflict and knowledge of legislation related to the Health Care Service and policies of the Department of Health. Good organisational, interpersonal-, creative problem solving- and research skills, as well as the ability to manage your own work (and that of the units which report to the post).

DUTIES : Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Operating theatre setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research. Maintain professional growth/ethical standards and self-development. Provision of effective support to Head of Nursing Service.

ENQUIRIES : Ms S Van Wyk Tel No: (022) 709-5099

POST 34/280 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X3 POSTS)**
West Coast District

SALARY : R720 819 per annum
CENTRE : Diazville CDC, Hanna Coetzee CDC and Langebaan Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Diploma in Clinical Nursing Science: Health, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate / recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work overtime when necessary. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills and a strong sense of responsibility. Demonstrate and in-depth knowledge of nursing and public service legislation, regulations and departmental policies. Knowledge of Human resource and financial guidelines, policies and protocols. Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Orientated Primary Care.

DUTIES : The effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant woman and Child Health and TB/HIV/AIDS/STI within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management of support services which includes Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with all relevant stakeholders. Provide holistic management and leadership in the PHC facilities, mobiles, satellites and security.

ENQUIRIES : Ms AR Louw Tel No: (022) 709-5067

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may 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 clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 34/281 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

SALARY : R720 819 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational Qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 (R171 plus R1497) plus 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 Professional Nurse. Experience: A minimum 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 of the period referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the one year post basic qualification as mentioned above. Inherent Requirements of the job: Perform after-hour, weekend, and Public Holiday duties for the department.

DUTIES : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Deputizing for Assistant Manager: Nursing. Night duty allocation as required by department.

ENQUIRIES : Ms J. Watson Tel No: (021) 404-5161
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.

POST 34/282 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R720 819 per annum
CENTRE : Grabouw CHC, Theewaterskloof Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48) OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Health Care Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willingness to work overtime when needed. Competencies (knowledge/skills): Demonstrate an in-depth

<u>DUTIES</u>	:	knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (Ms Word and Excel). Responsible for the management and coordination of PHC services and delivery of person-centered quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilization and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. Manage control and act in facet of Health, Support, Data collection and timeous submission of accurate PHC, CBS and HAST data, including Cleaning and Infection control. Organize
<u>ENQUIRIES</u>	:	Ms M Bezuidenhout Tel No: (021) 859-1328
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to competency assessment.
<u>POST 34/283</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY AND OPD)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Stellenbosch 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing (General) or Medical Surgical Nursing Science: Emergency Nursing (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 and a post graduate diploma in Critical Care Nursing (Adult) or Emergency Nursing (R635). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification or post basic diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements and deputize for the Operational Manager: Emergency Centre. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health and Wellness Western Cape. Skills to plan, organize and coordinate the service by analyzing, problem-solving and decision-making. Leadership towards the realization of strategic goals and objective of the Trauma and Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing needs, the planning and implementation of nursing care plans as a Professional nurse in the Trauma and Emergency department. Render and supervise specialized clinical nursing care and support clinical staff with medical and surgical procedures. Utilize human, material and physical resources effectively and efficiently. Maintain and promote professional growth, ethical standards and the development of self and others. Display the core values of the Department of Health and Wellness WCG in the execution of duties while practicing within legislation, regulation and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms. L Linders Tel No: (021) 808-6177
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration and proof of payment of the prescribed registration fees to register with the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post Basic qualification or post-graduate diploma in the relevant specialty.

<u>POST 34/284</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: NEPHROLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 (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 duration of at least 1 year, accredited with SANC in terms of R212 in Medical and Surgical Nursing Science: Nephrology or 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) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Critical Care Nursing (Adult) or Nephrology. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work irregular hours, including weekends and public holidays. Willingness to do standby duties and rotate within Nephrology unit. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Competencies (knowledge/skills): Good verbal and written communication skills. Provide optimal, holistic specialized nephrology nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel. Render and supervise specialised mental health nursing care and support clinical staff with operational functions in the unit. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification 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 qualification in the relevant specialty.

<u>POST 34/285</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OBSTETRICS) (X1 POST)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional 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 Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal 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) in accredited Midwifery. 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 requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Neonatology department. Competencies (Knowledge/Skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Neonatology Department.
<u>DUTIES</u>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Operational Manager with staff supervisory function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms C Potts Tel No: (044) 802-4553
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate 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 candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 34/286</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<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 the SANC, in Child Nursing Science. OR a 4-year Bachelor's Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited in Child Nursing. 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 after obtaining the 1-year post-basic qualification or postgraduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms A Cornelius Tel No: (021) 508-7462
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate qualification in the relevant specialty. Registration with a professional council: Registration with the SANC as a Professional Nurse.

POST 34/287 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
 Cape Winelands District

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

CENTRE : Drakenstein Sub-district (PHC Support and Outreach)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate Diploma (R635) accredited with the SANC in Mental Health 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 Psychiatry after obtaining the 1-year post-basic qualification or a postgraduate diploma in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of

mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

**ENQUIRIES
NOTE**

- : Ms S Raynardt or Dr R Gaffoor Tel No: (021) 877-6400
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification 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 a postgraduate diploma in the relevant specialty.

POST 34/288

- : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY CLINICAL FACILITATOR)**
Chief Directorate: Rural Health Services

SALARY

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

**CENTRE
REQUIREMENTS**

- : George Regional 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 1 year accredited with the SANC in Advanced Midwifery and Neonatal 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 post graduate diploma (R635) accredited Midwifery. 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 in Midwifery after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work outside of normal working hours. Willingness to attend congresses/courses/workshops. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge of the nursing processes & procedures as outlined in Nursing Act and the SANC regulations. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the nurse training department.

DUTIES

- : Facilitate the development of learning opportunities for all nursing personnel. Facilitate the in-service training /updating of skills and competencies as well as the orientation programme for nurses. Evaluate and assess the competencies and skills of nursing personnel and personal development. Ensure the appropriate placement and accompaniment of nursing personnel. Effective management of resources.

**ENQUIRIES
NOTE**

- : Ms WA Klein Tel No: (044) 802-4327
- : No payment of any kind is required when applying for this post. Candidates may be subject 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 candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.

<u>POST 34/289</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ICU HIGH CARE & RENAL)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Child or Medical and Surgical Nursing Science: Critical Care Nursing: General. OR 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Critical Care Nursing (Adult) or Critical Care Nursing (Child) 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 after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, overtime, day and night duty, weekends, public holidays and standby duty to meet the operational requirements of the unit. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Intensive and High care unit.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate adult and paediatric patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in the Intensive/High care unit, according to audits and appropriate data. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate qualification in the relevant specialty.
<u>POST 34/290</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY) (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>	:	Khayelitsha CHC and Macassar CDC
<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 South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing

		Science (R212) OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited in Midwifery. 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 requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty) and be on call. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem solving, decision-making, good interpersonal skills. Report writing skills. Computer literacy in MS office.
<u>DUTIES</u>	:	Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.
<u>ENQUIRIES</u>	:	Mr D Grootboom Tel No: (021) 360- 5247
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty. 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 34/291</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	George Regional 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. 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's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in 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 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 in Operating Theatre after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, overtime and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

		Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms LK De Goede Tel No: (044) 802-4352
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.
<u>POST 34/292</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u>
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<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 the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Child or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 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 in Emergency Nursing or Critical Care Nursing (Child/Adult). Registration with a professional council: Registration with the SANC as 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 after obtaining the 1-year post-basic qualification or post graduate diploma in the specific specialty. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. 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. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>NOTE</u>	:	Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification 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.

POST 34/293 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE AND DAY WARD) (X3 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : New Somerset Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: 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 post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable 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 after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Practical knowledge and experience in the operating theatre. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

DUTIES : Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialised care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of resources.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification Medical and Surgical Nursing Science: Operating Theatre (R212) or a post graduate diploma (R635) accredited with the SANC in Peri-operative Nursing.

POST 34/294 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: PAEDIATRICS WARD AND PAEDIATRIC OPD)**
Chief Directorate: Rural Health Services

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

CENTRE : George Regional 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Child Nursing. Registration with a professional council: Current annual registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirements of the job: Willingness to assist in the Neonatology department. Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Paediatric Department.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Paediatric department. Render and supervise specialized clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self & others. Display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms C Korthom Tel No: (044) 802-4644
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidate 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 candidates who apply for the first time for registration in the post basic qualification or post-graduate diploma in the relevant specialty.
<u>POST 34/295</u>	:	<u>AUDIOLOGIST GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Garden Route District Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Audiologist or Speech Therapist and Audiologist. Registration with a professional council: Registration with the HPCSA as an Audiologist or Speech Therapist and Audiologist. Experience: Grade 1: None after registration with the HPCSA in the relevant profession in Audiology or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology 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 in Audiology or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Audiology services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Audiology services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District, inclusive of adult and paediatric patients. Assessment, diagnosis, and management of hearing and balance disorders. Conducting hearing evaluations, fitting and maintaining hearing aids, providing patient counselling and rehabilitation, implementing hearing conservation programmes, and collaborating with multidisciplinary healthcare teams. Provide education and training to healthcare professionals, community health workers and patients and plan audiology related health awareness activities according to the health awareness calendar. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor. Adherence to ethical and professional standards are required.

ENQUIRIES : Ms B Zandberg Tel No: (044) 803-2700
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 34/296 : **PHYSIOTHERAPIST GRADE 1 TO 3**
 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 : Kleinvlei CDC, Khayelitsha/Eastern Sub-structure
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: **Grade 1:** None after registration with the HPCSA as Physiotherapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Physiotherapist 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 Physiotherapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Physiotherapist 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 Physiotherapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as

		required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Experience with the Infant Neuromotor Assessment (INA) as a screening tool as well as experience in infant assessment and treatment of infants. Ability to work independently and in a multi-disciplinary team. Computer literacy.
<u>DUTIES</u>	:	Assess, treat and manage patients within a Primary Health Care setting, including the Community Based Services program and COPC. Manage the Mobility Assistive Devices (MAD) component of the primary health care facility. Work as part of the multi-disciplinary team of the primary health facility to meet the rehabilitation needs of patient. Conduct Health Events planning (outreaches) and training. Assist in the clinical mentoring and supervision of undergraduate students. Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area.
<u>ENQUIRIES</u>	:	Ms A Lyners Tel No: (021) 904-4410
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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 34/297</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Critical Care. Registration with a professional council: Registration with the HPCSA as Clinical Technologist: Critical Care. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care 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: Critical Care respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care 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: Critical Care in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Critical Care in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's license. Required to work standby, after-hours, weekends and public holidays. Competencies (knowledge/skills): Thorough knowledge and experience in critical care environments. Above average technical skills and ability to solve problems under pressure. Ability to work independently and in a team context.
<u>DUTIES</u>	:	Effective provision of Clinical Technology Critical Care services in the clinical areas listed below. Work in an active clinical and training Critical Care / Anaesthetic units. Performing diagnostic and therapeutic procedures / tests. Setting up / performing calibration/ ensure ALL life support equipment are readily available for use. Assist with difficult Intubations, Bronchoscopy, Resuscitations, Cardiac Output Monitoring, IAP measurement. Actively

participate in teaching and training of students and other healthcare workers. Promote Batho Pele principles to promote effective service delivery. Maintain and check equipment regularly to comply with safety requirements. Be able to trouble-shoot according to your scope of practice. Exercise patient care and expertise when performing procedures.

**ENQUIRIES
NOTE**

: Ms L Randall Tel No: (021) 938 4951
: 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: Critical Care with the relevant council (including individuals who must apply for change in registration status).

POST 34/298

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

**SALARY
CENTRE
REQUIREMENTS**

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

DUTIES

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

**ENQUIRIES
NOTE**

: Mr. J Adams Tel No: (021) 503 5034
: No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 34/299

: **SENIOR ADMINISTRATIVE OFFICER: FINANCE & SUPPLY CHAIN
MANAGEMENT**
Overberg District

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum
: Caledon Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control and the management of Asset and Liability Accounts. Appropriate Supervisory experience. Inherent requirements of the

job: Valid (Code B/EB) driver's license. Willingness to rotate within the Finance and Supply Chain Sections when required. Willingness to work after-hours when required. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS, Logis and EPS as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, EPS, Clinicom & Account Receivable). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Responsible for overall management for all Finance and Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, Warehouse Management and Asset Management processes. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.

ENQUIRIES : Mr G Bucchianeri Tel No: (028) 814-3771
NOTE : No payment of any kind is required when applying this post. Candidates will be subject to a practical assessment.

POST 34/300 : **SOCIAL WORKER GRADE 1 TO 4 (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R338 208 per annum
 Grade 2: R413 004 per annum
 Grade 3: R496 668 per annum
 Grade 4: R608 859 per annum

CENTRE : Mental Health Roving Team (ACT) (KESS) and Nomzamo CDC, Khayelitsha/ Eastern Sub-structure

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

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

		organizational goals. Perform all the administrative functions required of the job.
<u>ENQUIRIES</u>	:	Ms M Van Rensburg Tel No: (021) 857-2330
<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 34/301</u>	:	<u>LIAISON OFFICER (QUALITY ASSURANCE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate national diploma (NQF 6) or equivalent in Public Relations Management or Public Administration or Communications with competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in interpersonal communication in a health- or social service setting. Experience in development, coordination and implementation of quality improvement plans/ initiatives/ activities to support better outcomes. Appropriate practical application of MS Office (Word, Excel, PowerPoint and Outlook) in work activities. Inherent requirements of the job: A valid driver's license (Code B/EB) and willingness to conduct outreach and engagement with communities, patients, families and ecosystem health partners. Willingness to work overtime and flexible hours when operationally required. Competencies (knowledge/skills): Ability to independently plan, organise and coordinate consumer quality and patient experience services, including problem-solving, analysis, decision-making and quality improvement initiatives. Excellent interpersonal, communication and conflict management skills to effectively engage with patients, staff and stakeholders, and support quality assurance objectives through effective communication practices. Ability to analyse data, identify trends, and develop, implement and monitor related quality improvement plans and interventions. Excellent administrative, organisational and report-writing skills, including survey and feedback management, supported by proficient computer literacy in MS Office (Word, Excel, PowerPoint and Outlook) for data management, reporting and information coordination.
<u>DUTIES</u>	:	Coordinate and maintain Client Quality: Complaints, Compliments and Suggestions function of the facility. Coordinate and maintain a Real-Time Patient Engagement process and the prevention and mitigation of risks. Coordinate Patient Experience and Related Surveys and feedback processes. Support Information coordination functions. Perform Front Line Duties and Relief Support. Provide effective line management, supervision and people management of staff reporting to the Liaison Officer.
<u>ENQUIRIES</u>	:	Ms M Cillie Tel No: (044) 802-4498
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/302</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience within a support services environment and contract management. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Knowledge of Human Resource, Fleet Management, SCM procedures, Labour Relations policies and prescripts and Service Level Agreements in respect of Outsourced Services. Good

		communication skills, both verbal and written and computer skills (MS Office, Excel and Word). Ability to draft and implement standard operating procedures as well as the ability to draft service level agreements and contracts. Knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts as well as knowledge of Western Cape Government maintenance protocols.
<u>DUTIES</u>	:	Effective and efficient supervision of the Support Services Sections (Drivers, Porters, transport, telecommunication, linen and laundry, catering, workshop, grounds and security services). Responsible for Contract Management (Infection control, Grounds, Security Services). Responsible for administrative duties and render assistance to the supervisor and the facility. Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to the Assistant-Director: Support Services.
<u>ENQUIRIES</u>	:	Ms.CB Matthews Tel No: (021) 571-8040
<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 34/303</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL: CHRONIC WARD)</u> Cape Winelands 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>	:	ID Hospital (Malmesbury) West Coast TB Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse or General 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: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by Supervisor. Willingness to rotate within different units. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research. Provision of quality basic nursing patient centered care in a hospital setting.
<u>ENQUIRIES</u>	:	Ms N Liebenberg Tel No: (021) 837 8088
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>POST 34/304</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PHC)</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>	:	Drakenstein Sub-district, (PHC Support & 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 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 Nurs. 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 EJ Williams 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).
<u>POST 34/305</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary).
<u>CENTRE</u>	:	Murraysburg Hospital, Beaufort West Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal). Knowledge of relevant legislation, policies including Health Care 2023, Sustainable Development Goals.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Participate in training, development and research within the nursing department. Provision of support to nursing services.
<u>ENQUIRIES</u>	:	Sr FK Fass Tel No: (049) 844-0053/21
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 34/306</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: GIT, SURGERY RELIEF, ENT & PLASTIC) (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</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. Or A 4 year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse or A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: Work Shifts Including Weekends, Public Holidays and Night Duty. Ability to lift and turn patients, stand for long hours and lift heavy equipment. Rotate to other departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing Practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Provision of quality nursing care within set standards. Effective human resource utilization and development. Effective Monitoring of Financial Resources. Initiate and participate in research and data collection.
<u>ENQUIRIES</u>	:	Ms. T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a compulsory competency test. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

<u>POST 34/307</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL WARD) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Wesfleur Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor'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: Grade 1: None. Grade 2: A Minimum of 10 years of appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A Minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Willingness to rotate within the institution. Competencies (knowledge/skills): Computer literacy.
<u>DUTIES</u>	:	Provide optimal, holistic nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance with professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager, whilst maintaining professional growth and ethical standards and self-development.
<u>ENQUIRIES NOTE</u>	:	Ms. LA Abrahams Tel No: (021) 816-500 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 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 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 34/308</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE REQUIREMENTS</u>	:	Overberg District Office Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Post Basic) Institutional or Pharmacist's Assistant (Post Basic). Registration with a professional council: Registration with the SAPC as Pharmacist's Assistant (Post-Basic) or Pharmacist's Assistant (Post-Basic) (Institutional). Experience: Grade 1: None after registration as with the SAPC as a Pharmacist Assistant (Post- Basic). Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' relevant experience after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A valid driver's license. Willingness to work overtime when necessary. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Responsible for the effective control and provision of pharmaceutical products. Responsible for the accurate compounding and manipulation of medicines or scheduled substances. Responsible for the effective control and distribution of

pharmaceutical stock to areas within the facility for stock replacement. Responsible for data capturing, record keeping, statistics gathering, information provision and the daily running of the pharmacy department including dealing with queries on pharmacy matters. Responsible for preparation of prescriptions and assist with the dispensing of medication for individual patient use under indirect supervision of a pharmacist as per the Pharmacy Act.

ENQUIRIES : Ms S. Mbodla Tel No: (028) 814-3649
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 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 Rural Central Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Rural Central, as needed to sustain health service delivery.

POST 34/309 : **ARTISAN PRODUCTION GRADE A TO C (BUILDING AND CIVILS)**

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

CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Building and Civil Trade (e.g. Bricklaying or Tiling or Drywalling). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid vehicle driver's license. Competencies (knowledge/skills): Sound knowledge of maintenance and repair of buildings and related infrastructure. Ability to interpret technical drawings, specifications, and maintenance requirements. Computer literacy in Microsoft Office applications. Ability to compile basic specifications, reports, and maintenance records. Good communication and interpersonal skills. Ability to plan, prioritise, and coordinate maintenance projects. Knowledge in Building and Civil maintenance environment.

DUTIES : Provide maintenance, repair, and installation services for buildings, civil infrastructure, and related equipment under the control of the Building and Civil Engineering Division. Inspect, diagnose, and rectify faults within the scope of the relevant trade. Assist with planning and execution of building maintenance projects and minor capital works. Manage and monitor contractors and service providers to ensure compliance with specifications, quality standards, and safety requirements. Liaise with Engineering management, hospital departments, contractors, and suppliers regarding maintenance activities. Evaluate, investigate, and advise on the suitability, maintenance requirements, repair costs, and replacement of infrastructure and equipment. Complete and maintain job cards, maintenance records, reports, and other administrative documentation. Assist with the control of workshop tools, materials, consumables, and stock. Ensure compliance with Occupational Health and Safety legislation and departmental policies.

ENQUIRIES : Mr. A.K Mgcodo Tel No: (021) 6074 OR Mr. M Ronne Tel No: (021) 404-6251
NOTE : No payment of any kind is required when applying for these posts.

POST 34/310 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
 Overberg District

SALARY : Grade A: R253 341 per annum
 Grade B: R297 249 per annum
 Grade C: R 45 342 per annum

CENTRE : Caledon Hospital, Theewaterskloof Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate (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/C1) driver's license. Must be prepared to work overtime and perform standby duties after hours, including weekends and Public Holidays. Competencies (knowledge/skills): Knowledge of the Occupational Health and Safety Act, 1993 and its relevant regulations. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, strong administrative skills. Ability to work independently and as part of a team.
<u>DUTIES</u>	:	Manage the workshop and its functions, and perform repairs, maintenance and installations for the different facilities and assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Responsible for the necessary administrative functions of the workshop, compiling reports, maintaining registers, and assist with the control of the workshop budget. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management of the performance and supervision of staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<u>ENQUIRIES</u>	:	Ms N. Fudu Tel No: (028) 814-3707
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency 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 Rural Central, as needed to sustain health service delivery.
<u>POST 34/311</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in health information management. Appropriate experience and working knowledge of Health Information Systems, e.g. Sinjani, Clinicom, eCCR, DHIS, NHLS & Healthnet. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Good numerical and organisational skills, good interpersonal and conflict resolution skills. Knowledge with regards to HAST, Hospital and Primary Health Care operational and management of data, knowledge of data flow timelines, policies & procedures. Advanced computer literacy (MS Suite & MS Office; Teams; Word; Excel; PowerPoint Access) and OneDrive.
<u>DUTIES</u>	:	Rendering of information administration to ensure data that is reliable, reproducible and documented to create an auditable trail, routine data capturing & reporting (Sinjani & DHIS). Assist with data quality monitoring, verification and submission in prescribed format and according to the Information Management Policy and assist in monitoring of data trends. Participate in information related coordinating activities. Interaction with all levels of staff regarding Information related matters to ensure an effective, transparent process of data collection, collation, submission and presentation. Systems support - data quality, accuracy and related access management activities. General office administration & support to supervisor, colleagues and other departments.
<u>ENQUIRIES</u>	:	Ms L Du Toit Tel No: (021) 918-1251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<u>POST 34/312</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Emergency Medical Services, (Central Karoo District)

<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Matric (Grade 12) or equivalent qualification. Experience: Appropriate administrative experience in line with the duties. Inherent requirements of the job: Valid Code 8 or Code 10 Driver's License. Excellent computer literacy in the MS Office package. Ability to travel between EMS districts and external stakeholders. Willingness to assist with departmental logistics and event planning. Competencies (knowledge/skills): Good interpersonal and organizational skills. Ability to function independently and within a team environment.
<u>DUTIES</u>	:	Render administrative support to the district manager and the rest of the district. Efficient Office Management, filing and record keeping and sound administrative skills. Diary management of the District Manager. Arranging of meetings and minute taking. Compiling of documents needed for the meeting. Ensure effective and efficient control of equipment in component. Handling of all telephonic and email enquiries from internal and external stakeholders. Compiling and typing of submissions and letters. Assist with projects within the department. Receiving of confidential documents and the distribution thereof. Screen necessary documents to determine actions or information required.
<u>ENQUIRIES</u>	:	Mr J. Jansen Tel No: (044) 802 2500
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
<u>POST 34/313</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate information management experience in a health environment. Appropriate Clinicom experience, ECCR, SPV, HECTIS, and Sinjanie. Competencies (knowledge/skills): Computer Literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	To ensure correctness, accuracy and qualitative checking of data. The capturing and the generating of hospital data reports. Effectively perform activities on clinicom, ECCR, SPV, HECTIS and Sinjanie. Health information systems (HIS) and ensuring security of data, compliant storage of all data and record information. To provide administrative and operational support role to the unit and management.
<u>ENQUIRIES</u>	:	Ms A Louw Tel No: (021) 360-4516
<u>NOTE</u>	:	No payment of any kind will be required when applying for this post.
<u>POST 34/314</u>	:	<u>ADMINISTRATION CLERK: (ADMISSIONS: FEES DEPARTMENT)</u> <u>(PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENTS)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and /or Senior Certificate with experience / competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Hospital Fees environment. Inherent requirement of the job: Must be willing to work shifts. Competencies (knowledge/skills): Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Strong sense of confidentiality. Ability to work under pressure. Ability to accept accountability, responsibility, work independently. Computer literacy. Good communication (verbal and written) and interpersonal skills.
<u>DUTIES</u>	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing, Hectis and other PGWC system computer duties. Reception tasks. Responsible for handling and receiving public money. Cash Collection and Banking of State Money. Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. Attending to patient queries (verbal, written and telephonic). ICD10 Coding. Covering for colleagues in areas.
<u>ENQUIRIES</u>	:	Mr Y Levy Tel No: (021) 404-3277
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

<u>POST 34/315</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Dr Abdurahman Community Day Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Access). Understand the Ditcom process. Knowledge and experience in departmental systems, i.e. Health Information Systems, Sinjani etc.
<u>DUTIES</u>	:	Data Collection, Collation, Capturing & Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and letters etc). Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities. Maintain data retrieval efficiency.
<u>ENQUIRIES</u>	:	Ms P Cronje Tel No: (021) 637-9073
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/316</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Cape Winelands Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital, Stellenbosch Sub-district
<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 focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Patient Administration, Medical Records and Clinicom. Inherent requirements of the job: Willingness to work 12-hour shifts (which include night duty, weekends and public holidays) and overtime to meet operational requirements. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Office). Knowledge Clinicom, Hospital Emergency Centre Tracking Information System. Knowledge of the PFMA, Hospital Fees Memorandum 18 and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of patient records.
<u>DUTIES</u>	:	Effective registration of patient information on Clinicom. Handling of state monies - responsible for sound cash management. Ensure all attendances / admissions are captured including downtime. Medical records; open new folders, record keeping, filing, drawing of folders, merging, culling, archiving and the disposal of patient folders. Ensure effective and efficient implementation of all applicable policies, procedures and instructions. Ad-hoc admin duties, handle telephone and over the counter enquiries professionally. Support to supervisor and staff members.
<u>ENQUIRIES</u>	:	Ms. A. Olkers Tel No: (021) 808-6115
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/317</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Cape Winelands Health District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	West Coast TB Complex (Sonstraal 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 focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in procurement, asset management, warehousing and on Procurement (Electronic Procurement System). Inherent requirements of the job: Valid B/EB driver's licence. Physically fit and able to lift heavy items. Competencies (knowledge/skills): Knowledge and or practical experience of the LOGIS System, Warehousing and Procurement management functions and functional experience in obtaining quotations on an electronic purchasing system (IPS). Computer literacy (MS Excel and Word). Effective communication skills (written and verbal). Ability to work in a physically demanding environment.

<u>DUTIES</u>	:	Perform all Supply chain functions. Ensure proper filling of documentation pertaining to receiving, issuing, and recording of transaction on the Supply Chain Systems (LOGIS) and filing of source documents. Responsible to conduct regular stock count and prevent shortages and surpluses within area of responsibility. Responsible to prevent theft, damages and report any discrepancies to supervisor and senior management. Responsible to maintain minimum and maximum stock level to avoid stock shortages/ out- outs. Follow up on outstanding deliveries (orders) with the supplier. Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Responsible to partake during institutional assets counts as determined by management.
<u>ENQUIRIES</u>	:	Mr. JP Arendse Tel No: (021) 837-8091
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/318</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Kensington CDC and Du Noon CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate practical experience in Information Management in a health environment. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Knowledge of Department of Health policies, acts, legislation and circulars. Knowledge of Information management processes and procedures/Standard Operating Procedures (SOP's). Knowledge of Computer systems: SINJANI, Clinicom, PHCIS, Tier.net and EDR.web. Knowledge and understanding of HAST programme data tools. MS Office (Word, Excel, PowerPoint, Outlook, MS 365 applications).
<u>DUTIES</u>	:	Perform administrative role as a member of the information management team and participation in health information co-ordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and data reporting timeously. Conduct data spot checks and trends analysis for all datasets and follow up with issues identified. Attend to Ad Hoc Queries and Data Requests. Assist with all campaign data collection, collation, capturing, and data quality. Conduct internal audits at Facility in line with SOP's and auditor general requirements and provide feedback to facility staff. Support to Line Manager and administrative relief duties in reception.
<u>ENQUIRIES</u>	:	Ms. N Van Staden Tel No: (021) 202-0932
<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 34/319</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town, (Bellville Engineering Workshop)
<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 of the post. Experience: Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Knowledge of SCM processes. Knowledge of Financial Management. Knowledge of Preferential Procurement Policy Framework Act (PPPF). Knowledge of Broad Black Based Economic Empowerment (BBBEE). Knowledge of Construction Industry Development Board (CIBD).
<u>DUTIES</u>	:	Demand and acquisition management of goods, services and infrastructure. Advertising bids and sourcing quotation via EPS. Preparation of procurement batches for the Quotation Committee. Adjudication of bids via EPS. Ensure that all transactions comply with legislative and prescripts requirements. Prepare and process all documentation for BAS payments. Update and record all Projects on the Engineering database. Assist with general ad hoc functions as and when required.
<u>ENQUIRIES</u>	:	Ms C Alkaster Tel No: (021) 830-3776
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 34/320</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Cape Winelands District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Stellenbosch PHC, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management and experience of Health Information Systems (Clinicom, PHCIS, Sinjani, Ideal Health Facility, SPV, EDRweb and BI), including monitoring and evaluation of performance information and systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills and leadership abilities. Good working knowledge. Computer skills in Ms Office (i.e., Ms Word, Excel, PowerPoint, and Outlook). Ability to communicate (Verbal and written).
<u>DUTIES</u>	:	Assist AO and SAO in all health statistics within the Sub-district. Responsible for good quality data, PHC, HAST, CBS and Hospital. Assist Information management in implementation of information systems, including DITCOM process and register. Responsible for computer, printer and consumables registers. Assist all users with all system related queries and assist users with online and telephonic helpdesk calls. Render a supportive function to primary health care facilities and hospital in Stellenbosch Sub-district, with regards to information management. Office administration with regards to filing process, telephone and letters, office equipment and other stock. Support to supervisor and staff members. Support facilities and hospital with folder management disposal and archive processes.
<u>ENQUIRIES</u>	:	Ms N Rodgers Tel No: (021) 808-6121
<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 34/321</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (FEMALE PRE DISCHARGE WARD 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>	:	Valkenberg Hospital
<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 SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime, nightshift, weekends and public holidays. Willingness to rotate within the hospital in different wards. Competencies (knowledge/skills): Knowledge and experience of Community Mental Health at Primary Health care level. Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills.
<u>DUTIES</u>	:	Provide basic clinical nursing care. Development and implementation of basic patient care plans. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms R Price Tel No: (021) 440-3230
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 34/322</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (PAEDS GROUND AND PAEDS OPD)</u> Chief Directorate: Rural 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>	:	George Regional 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 Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. It will be expected of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.
<u>DUTIES</u>	:	Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms D Williams Tel No: (044) 802-4538
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject 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 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 34/323</u>	:	<u>ARTISAN ASSISTANT</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in general building maintenance, minor repairs and/or assisting Artisans with maintenance activities in a building, institutional or similar environment. Inherent requirements of the job: Valid Code B/EB/C1 driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Basic technical and maintenance knowledge. Ability to perform minor maintenance and repair work and safely use hand and power tools. Knowledge of Occupational Health and Safety requirements and safe working practices. Good practical problem-solving skills, technical aptitude and attention to detail. Good planning, organisational, time-management and record-keeping skills. Ability to follow technical instructions and work independently and as part of a team. Good communication and interpersonal skills. Ability to prioritise work, demonstrate reliability and accountability, and exercise care in the use of tools, equipment and materials.
<u>DUTIES</u>	:	Perform minor maintenance and repairs to hospital buildings, infrastructure, fixtures, fittings and equipment. Assist with plumbing, carpentry, electrical, painting, glazing, mechanical and general building maintenance activities. Assist Artisans with repairs, installations, alterations, preventative maintenance and minor infrastructure improvement and refurbishment projects. Prepare work areas, tools, equipment and materials and assist with dismantling, installation, assembly and movement of equipment and components.
<u>ENQUIRIES</u>	:	Mr. L Du Plessis Tel No: (044) 802-4488

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test.
<u>POST 34/324</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3 (FAMILY MEDICINE) (X3 POSTS)</u> Chief Directorate: Rural 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>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Will be required to work shifts, night duty, weekends, public holidays as well as overtime. Willingness to rotate within the hospital. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms J Ehlers Tel No: (044) 802-4536
<u>NOTE</u>	:	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 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 34/325</u>	:	<u>GENERAL WORKER STORES: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy & literacy. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Valid driver's license (Code B/EB). Competencies (knowledge/skills): Good communication skills. Physically, mental fit and able to handle stock.
<u>DUTIES</u>	:	Answer the telephone & handle queries. Manage the Issue Vouchers, receive & issue goods. Driving around the Estate and delivering goods to end-users. Clean various stores and non-store areas with the main stores. Assist in other stores when required. Rotate store stock (first in, first out). Assist the Warehouse Clerk with handling of stock.
<u>ENQUIRIES</u>	:	Mr. M Mdodeni Tel No: (021) 370-1125
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/326</u>	:	<u>GENERAL STORES ASSISTANT</u> Overberg District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Caledon Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in a Stores environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to rotate within Supply Chain Section and relieve colleagues. Physically able to handle stock. Willing to work overtime on short notice. Competencies (knowledge/skills): Good verbal and written communication skills

		(written/verbal) Computer literacy in MS Office. Ability to work independently and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Assist Warehouse Clerk with the handling of stock. Receive and issue goods. Deliver store stock to end-users. Rotate store stock (first in, first out). Perform certain messenger duties within the hospital environment when required. Clean various stores and non-storage areas within the main stores. Assist in other Stores when required. Assist Warehouse Clerk with the capturing of requisitions and issue vouchers on the Logis system. Deal with written and or telephonic queries or enquiries with regards to warehouse management matters. Perform relief duties as well as support to supervisor as required.
<u>ENQUIRIES</u>	:	Mr G Bucchianeri Tel No: (028) 814-3771
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
<u>POST 34/327</u>	:	<u>CLEANER</u> Central Karoo District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in the field of domestic and health cleaning services. Inherent requirements of the job: Physical able to lift and / or move heavy objects and supplies. Ability to operate machinery and equipment. Competencies (knowledge / skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practise.
<u>DUTIES</u>	:	General cleaning, housekeeping and maintenance (i.e. dust/sweep / polish / scrub / mop / clean windows / walls / equipment / machinery and refuse removal). Ensure effective Waste Management, Linen Management, etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms FK Fass Tel No: (021) (049) 844-0021/53
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<u>POST 34/328</u>	:	<u>TRADESMAN AID BUILDING (CARPENTRY)</u> Directorate: Engineering and Technical Support Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate basic Workshop experience. Appropriate experience within the respective fields below. Inherent requirements of the job: Willingness to travel throughout the Western Cape Province. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools. Good interpersonal skills. Good communication skills. Sound Knowledge of mainly in Building related trades, like: (Carpentry, Plumbing, Painting and Building). Basic sound knowledge of the SANS 10 - 400 Building Regulation. Be conversant xwith the requirements of the Machinery and Occupational Health and Safety Act. Must have a knowledgeable experience in Building trades.
<u>DUTIES</u>	:	Carry out minor maintenance tasks. Assist with the installation of plant, equipment and alterations. Ensure that tools and material are available when needed. Ensure areas in workshop /s and working environment is clear of obstructions and cleaned daily. Assist the Artisans in the execution of their duties as per Breakdown below. Control over tools and materials. Mainly Carpentry Plumbing, Painting and Building trades related duties. Maintenance and repairs by painting, glazing, skimming installations of Drywalls, ceilings and spray- painting of equipment at Hospital buildings. Repairs and Service of infrastructure equipment at Facilities, according to standards and relevant regulations. Occasional Support in Carpentry Plumbing Painting and Building Departments. Take control of Job cards assigned. Assist the Artisan Foreman

		/ Artisan in certain duties assigned. Emergency breakdowns (including afterhours repairs). Planning and décor of new installations and alterations.
<u>ENQUIRIES</u>	:	Mr JP Louw Tel No: (021) 830-3771
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 34/329</u>	:	<u>ORAL HYGIENIST GRADE 1 TO 3 (SESSIONAL) (28 HOURS PER WEEK)</u> (Contract Till 30 September 2027) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R273 per hour Grade 2: R318 per hour Grade 3: R373 per hour
<u>CENTRE</u>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Oral Hygienist. Registration with a professional council: Registration with the HPCSA as an Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as an Oral Hygienist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to provide clinical service across the Oral Health platform including Tygerberg, Mitchells Plain, Red Cross and Mitchell's Plain clinic. Competencies (knowledge/skills): Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate experience in treating special needs patients. Computer literacy (MS Word, Excel and Outlook).
<u>NOTE</u>	:	No payment of any kind is required when applying for this post Shortlisted candidates will be subjected to a written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>DUTIES</u>	:	Engage in service provision to support the Dept of Health and Wellness and University of the Western Cape public mission. Deliver oral health care through clinical, preventive, and health-promotion services. Collaborating with health professionals and communities and building professional networks. Provide expert support, assistance/training to colleagues, community and patients. Provide oral health care to vulnerable patient groups, ie. Special needs patients. Administration duties relating to facility/patient admin within scope of Oral Hygienist. Effective stock management.
<u>ENQUIRIES</u>	:	Dr. CCA. Cloete Tel No: (021) 937-3092
<u>POST 34/330</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)</u> <u>(SESSIONAL) (20 HOURS PER WEEK)</u> Chief Directorate: Metro Health Services (12 Month Contract Till)
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	Karl Bremer Hospital, Northern/Tygerberg Sub-structure

REQUIREMENTS

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as Medical Specialist in General Surgery. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in General Surgery. **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 General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Valid driver's license and willingness to travel. Competencies (knowledge/skills): Clinical experience with General Surgery, including endoscopy and laparoscopic surgery. Ability to achieve and maintain good interpersonal relations with staff, patients, and their families. Excellent clinical notes, referral writing skills and sound verbal and written communication skills as well as analytical and problem-solving skills. The candidate must have sufficient clinical and academic skills to handle a large clinical workload.

DUTIES

: Provision of clinical service delivery at specialist level across the full spectrum of General Surgery services but with a focus on the endoscopy service. Duties in theatre may also be needed, performing surgical procedures. Consultant ward rounds with senior decision making in respect of patient care, including disposition decisions and oversight and input into OPD services. Clinical Governance in respect of accurate medical record keeping, data / trend analysis, contribution to Morbidity & Mortality meetings and management of complaints and use of existing digital platforms for referrals and patient related documentation. Teaching, training, research activities, including supervision & teaching of junior doctors and participation in the academic program in the hospital. Contribution to improvement of internal systems within the General Surgery service – both within the hospital and the Metro East ecosystem and participation in the wider management of the medical services within the hospital, both clinical and administrative, where reasonable and feasible.

ENQUIRIES **NOTE**

: Dr S Le Roux Tel No: (021) 918-1990

: 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).