

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

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

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	09 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process.
		ERRATUM: Kindly note that the advert for the POST 37/287: Deputy Director: Manager Hospital Development (5/8th Post) Directorate: Facilities and Infrastructure Management, Centre: Tygerberg Hospital, Redevelopment Office, Salary R582 684 (5/8th) per annum, (A portion of the package can be structured according to the individual's personal needs) advertised in the Public Service Vacancy 37 dated 16 October 2026, has been amended as follows: Deputy Director: Manager Hospital Development (5/8th Post) (3 Year-Contract)

OTHER POSTS

<u>POST 38/573</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (GENERAL SURGERY) (BURNS)</u>
<u>SALARY</u>	:	R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in General Surgery or Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in General Surgery or Plastic Surgery. Experience: A minimum of 3 years' appropriate experience after registration with the HPCSA as a Medical Specialist in General Surgery or Plastic Surgery. Inherent requirement of the job: It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Participation in the after-hours consultant call system is required. The incumbent must be able to function independently in a high-volume specialist burns service and provide leadership across normal and after-hours service delivery. Competencies (knowledge/skills): Advanced clinical and operative competence in General Surgery or Plastics Surgery, including the management of complex and critically ill burns patients. Proven clinical leadership and managerial capability in a specialist surgical service, with the ability to lead a multidisciplinary Burns Unit and supervise senior and junior medical staff. Knowledge and experience in clinical governance, morbidity and mortality review, audit, quality improvement, protocol development and monitoring of standards of care. Ability to manage service access, patient flow, referral pathways, human resources and scarce clinical resources in a high-volume tertiary service. Experience in undergraduate and postgraduate teaching and supervision, with the ability to contribute to specialist surgical training and academic programme development. Appropriate research experience, including supervision of research, data analysis, presentation and publication. Computer literacy and database competence are required. Excellent interpersonal, communication, relationship-building and teamwork skills. Insight into local healthcare delivery, diversity, transformation and equity.
<u>DUTIES</u>	:	Provide and oversee safe, effective and efficient specialist burns care, including operative, peri-operative, critical care and after-hours service delivery. Provide overall clinical governance and clinical leadership of the Burns Unit, including development, implementation and monitoring of

protocols, morbidity and mortality review, clinical audit, patient safety and quality-improvement activities. Provide strategic and operational management of the Burns Unit, including service planning, access and referral management, patient flow, resource stewardship, cost-centre oversight and responsible use of blood products, laboratory services, medicines, consumables and theatre resources. Lead, supervise and develop medical staff and trainees in the Burns Unit, including performance management, roster oversight, professional conduct, mentorship and multidisciplinary teamwork. Liaise with hospital management, General Surgery, Anaesthesia, Critical Care, Nursing, Rehabilitation services and referring clinicians to strengthen coordinated burns care and referral pathways across the Tygerberg drainage area. Provide undergraduate and postgraduate teaching, bedside training, tutorials and specialist supervision, and contribute to relevant examinations and academic programme activities. Lead and supervise research, audit, data collection and service-evaluation activities in Burns Surgery, with active participation in relevant institutional and provincial governance structures where required.

ENQUIRIES

NOTE

: Prof G Oosthuizen, email: george-oost@sun.ac.za
: No payment of any kind is required when applying for this post.

POST 38/574

: **HEAD CLINICAL UNIT GRADE 1 (RADIOLOGY)**

Chief Directorate: Rural Health Services

SALARY

: R2 168 145 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

REQUIREMENTS

: George Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Inherent requirement of the job: Valid Code B drivers' licence. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Be able to work Flexible hours as the clinical workload demands. Competencies (knowledge/skills): Must have a strong record of clinical expertise and clinical governance, including experience with training and teaching at both under and post graduate levels and across disciplines. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Financial and Resource Management. Experience in Management or Leadership.

DUTIES

: Manage overall performance of a 24/7 Radiology service at the Regional Hospital, in an ecosystem approach. Support to Radiology Services for Rural East Ecosystem in collaboration with Groote Schuur Hospital as needed. Provide leadership and ensure appropriate clinical governance systems are in place for the Garden Route and Central Karoo District (Rural East Ecosystem). Corporate governance of the Radiology Functional Business Unit which includes financial and human resource management. -Co-operation and liaison with other Departments within the hospital and across the Rural East Ecosystem. Function within the Executive Management Team and apply knowledge of public health administration and management. Participate in research. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates as part of a multidisciplinary team.

ENQUIRIES

NOTE

: Dr T Koen Tel No: (044) 802-4535
: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and 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 clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 38/575

: **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

SALARY

: Grade 1: R1 395 528 per annum
Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum

		(A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualifications: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Plastic 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 Medical Specialist in Plastic Surgery. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Plastic Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate effectively (verbal and written). Ability to initiate research, strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills especially in Microsurgery. Computer literacy, the ability to develop and work with databases. Skills and experience in undergraduate and postgraduate teaching and training.
<u>DUTIES</u>	:	Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of plastic surgery patients. Help manage the out-patient service for Plastic Surgery. Train under/post-graduate students, including elective students, and other allied health personnel. Assist with leadership and oversight of the day-day running of the Division of Plastic and Reconstructive Surgery. Assist with cross-cover for the plastic service at Red Cross War Memorial Children's Hospital. Actively participate in all the academic activities of the division including performing and overseeing research. Assess, investigate and manage patients referred to the Plastic Surgery service from the Western Cape and beyond.
<u>ENQUIRIES NOTE</u>	:	Prof S Adams Tel No: (021) 406-6415 or email: saleigh.adams@uct.ac.za
	:	No payment of any kind is required when applying for this post. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all medical specialist appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Please ensure that you attach an updated CV.
<u>POST 38/576</u>	:	<u>DEPUTY DIRECTOR: COMPREHENSIVE SERVICES</u> West Coast 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 REQUIREMENTS</u>	:	West Coast District Office, Malmesbury
	:	Minimum educational qualification: An appropriate health related qualification (NQF 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 experience in District Health Services and Health Service Management as well as experience in management of priority health services and health programs. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of the District Health System and strategic plan of the Department of Health and wellness (Healthcare 2030/2050). Optimal and efficient Project Management and Financial Management skills. Good knowledge of Health-related regulations, policies, Acts in respect of Statutory Bodies, Health facility Boards, District

		health councils. Good communication, interpersonal, leadership and conflict management skills. Computer literacy (Ms. Word, PowerPoint and Excel) and facilitation skills.
<u>DUTIES</u>	:	Overall leadership and management the Integrated Comprehensive Health Services in the West Coast District health services within the Rural West Ecosystem. Provide leadership and management related to quality patient-centred-care of integrated service delivery on the HCBS, PHC platform and district hospitals. Lead and support information management, information systems, including monitoring and evaluation of all health services by setting specific targets, monitor indicators and health outcomes in the district. Provide leadership and management of resource allocation, health services budgets, people management and assets in the component. Interface management and effective communication with all internal and external stakeholders on all platforms. Lead and support skills development and capacity building of clinical nurse training and the NPO sector.
<u>ENQUIRIES</u>	:	Mr W. Caesar Tel No: (022) 814-0301
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Applicants will be subjected to 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 38/577</u>	:	<u>REGISTRAR (MEDICAL) (MEDICINE: INTERNAL) (X4 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Emergency and after hour call cover. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. Effective leadership & interpersonal skills. FCP (SA) Part 1. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Post community service experience in Internal Medicine on an equivalent clinical platform. Previous research experience and publication.
<u>DUTIES</u>	:	Clinical Service Provision. Effective Clinical Administration in patient records and patient reports. Participate in the Teaching Programme. Research and Professional Development (incl. completion of MMED).
<u>ENQUIRIES</u>	:	Dr D Maughan Tel No: (021) 406-6422 or deborah.maughan@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and

may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Please ensure that you attach an updated CV.

<u>POST 38/578</u>	:	<u>REGISTRAR (EMERGENCY MEDICINE) (X4 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital (X3 Posts) Mitchells Plain District Hospital (X1 Post)
<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 a Medical Practitioner (Independent Practice). Inherent requirements of the job: Completion of FCEM [SA] part 1. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate clinical experience in Emergency Medicine after registration as a medical practitioner. Professional conduct with all stakeholders. Evidence of administrative and medicolegal functions. Academic Development of self and others.
<u>DUTIES</u>	:	Clinical and corporate governance duties as pertain to services provided at placement. Contribute to the teaching and training of Health Sciences students. Fully participate in the academic activities of the designated university as required per regulations to achieve the MMed (EM) qualification. To provide emergency related services to patients in designated service areas. To provide supervision and in-service training to junior colleagues and other staff. Academic teaching, training and research. Effective and efficient care of emergency patients.
<u>ENQUIRIES</u>	:	Ms K Fullard Tel No: (021) 815-8821 or email: kim.fullard@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. 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 38/579</u>	:	<u>REGISTRAR (MEDICAL): PUBLIC HEALTH MEDICINE (X4 POSTS)</u> (4-Year Contract) Directorate: Health Intelligence /University of Cape Town
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Registration for the MMED in Public Health Medicine at the University of Cape Town. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Preference will be given to candidates with a relevant post graduate public health qualification. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent and to align to the values of the Department of Health and Wellness.
<u>DUTIES</u>	:	Public Health medical service provision in the public sector health services in different rotations and locations. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.
<u>ENQUIRIES</u>	:	Ms Lesley Shand Tel No: (021) 483 2639 or email: lesley.shand@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personnel. As such they are entitled to receive pay progression. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with

applicable procedures. Note: 1 post will require to be placed in George for 2 years.

<u>POST 38/580</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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: Advanced Trauma Life support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to conduct research. Ability to work as part of a trauma team. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Basic surgical skills, ultrasound course, PALS, BLS and ACLS. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Completion of Community Service and prior trauma experience.
<u>DUTIES</u>	:	Leadership. Teaching. Innovation and Research. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	:	Ms S Show Tel No: (021) 404-4117 or Email: Sandiswa.show@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for 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)". Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all Medical Officers appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV.
<u>POST 38/581</u>	:	<u>REGISTRAR (OPHTHALMOLOGY) (X2 POSTS)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)

<u>CENTRE</u>	:	Groote Schuur Hospital (X1 Post) George Hospital (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) with patients and colleagues. Ability to work well within a group at all levels of authority. An interest and commitment to service. Appropriate experience in the field with proficiency in basic cataract surgery. Clinical and surgical experience in Ophthalmology as a medical officer. Computer literate to facilitate patient care, research and administration. FC Ophth (SA) part 1A (Paper 1 & 2).
<u>DUTIES</u>	:	(key result areas/ outputs): Teaching and Training. Clinical Service Provision. Research and Professional Development. Management and administration. To be responsible for the consulting room provisioning.
<u>ENQUIRIES</u>	:	Prof N du Toit Tel No: (021) 404-5008
<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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of Cape Town according to the yearbook and guidelines."
<u>POST 38/582</u>	:	<u>REGISTRAR (MEDICAL) (SURGERY: GENERAL) (X2 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent practice). Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. FCS (SA) primary examination. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience (publication/conference

		presentation). Post community service experience in General Surgery. FCS (SA) intermediate examination.
<u>DUTIES</u>	:	Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406 6229 or melissa.mohamed@uct.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. 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). Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital.
<u>POST 38/583</u>	:	<u>REGISTRAR (MEDICAL) (DERMATOLOGY) (X2 POSTS)</u> (4-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid Code B/EB driver's licence. Compulsory commuted overtime and emergency and after-hours cover as prescribed and allocated by the departmental duty roster. Participation in the dermatology outpatient service, which operates five days a week, the dedicated dermatology ward and inpatient consultations at Tygerberg Hospital. Willingness to travel to outreach facilities and work across the approved training platform when required. Competencies (knowledge/skills): Appropriate clinical knowledge, judgement and experience following the MBChB; effective communication and interpersonal skills; the ability to work in a multidisciplinary team, manage time and work under pressure; computer literacy; and commitment to ethical, patient-centred care and specialist training. Relevant dermatology clinical experience, a completed postgraduate degree or diploma relevant to Dermatology and publications or research experience.
<u>DUTIES</u>	:	(key result areas/outputs): Provide safe dermatology care under specialist supervision in weekday outpatient clinics, the dedicated dermatology ward and inpatient consultations to other hospital services. Perform dermatological procedures appropriate to the level of training and fulfil prescribed overtime and rostered after-hours duties. Maintain accurate clinical records, referral and discharge documentation, and complete assigned hospital and university

administrative duties. Participate in undergraduate and postgraduate teaching and supervise junior staff and students as appropriate. Attend the academic programme and assessments, maintain the required portfolio and logbook, and complete the prescribed specialist training requirements. Participate in dermatology research and clinical audits and complete the prescribed MMed research component.

ENQUIRIES
NOTE

- : Dr W Visser, email: wvisser@sun.ac.za
- : No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".

POST 38/584

- : **REGISTRAR (EMERGENCY MEDICINE)**
(4-Year Contract)
Chief Directorate: Emergency And Clinical Support Service

SALARY

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

CENTRE

- : Emergency Medical Services

REQUIREMENTS

- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirement of the job: Valid driver's licence. Completion of FCEM [SA] part 1. Willingness to travel. Willingness to work commuted overtime. Competencies (knowledge/skills): Appropriate clinical Knowledge in Emergency Medicine after registration as a medical practitioner. Clinical Emergency Care knowledge and skills appropriate to a competent independent emergency doctor in South African practice. Academic development of self and others. Administrative and medicolegal knowledge and skills related to South African Emergency Care practice. Professional conduct with all stakeholders. Evidence of administrative and medicolegal functions. A minimum of 24 months of work experience in an Emergency Centre under supervision of an Emergency Medicine Specialist, preferably within the past three years. Demonstratable experience in research and Level 1 ultrasound accreditation.

DUTIES

- : Effective and efficient care of emergency care of emergency patients. To provide emergency related services to patients in designated service areas. Clinical and corporate governance duties as pertain to services provided at placement. To provide supervision and in-service training to junior colleagues and other staff. Contribute to the teaching and training of Health Science students.

<u>ENQUIRIES</u>	:	Ms Kim Fullard Tel No: (021) 815-8821 or email: Kim.Fullard@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for 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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. -Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated, Specific registrar posts within the Department will be identified as part of the Affirmative Action programme to create representative Specialist cadre in line with applicable procedures. -Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post graduate students with University of Cape Town according to the yearbook guidelines and fulfil academic teaching, training and research activities. Although posts are held at the institutions stated above, registrars will be expected to rotate through various institutions in the Groote Schuur and Tygerberg training complexes.
<u>POST 38/585</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)</u> (5-Year Contract)
<u>SALARY</u>	:	R1 041 402 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCS part 1 as well clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. FCS part 2 and experience in research/publications. Evidence of effective leadership and interpersonal skills are essential.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES</u>	:	Ms M Brand, e-mail: mbran@sun.ac.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension

benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. -“Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)”.

<u>POST 38/586</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY AND ORTHOPAEDICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 041 402 per annum Grade 2: R1 188 255 per annum Grade 3: R1 375 245 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha District Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. -Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime (average 16 hours per week) is mandatory for the permanent/fulltime post. Ensure CPD compliance. Competencies (knowledge/skills): Ability to render a high quality general surgical service. Strong ethical principles with leadership, conflict resolution, organisational & counselling skills. Willingness and ability to teach at undergraduate and post graduate level. Digital systems competency. Enrolment to write General Surgery: FCS Part 1.
<u>DUTIES</u>	:	Clinical service delivery in general surgery, including management of surgical patients in the emergency center, wards and outpatient department. Pre-operative, intra-operative and post operative care of surgical patients with surgical skills appropriate for the level of experience. Management of inpatient and outpatient referrals as well as after hour management of surgical patients. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities at undergraduate and postgraduate level with participation in the departmental and hospital academic programs. Actively Involvement in research. Systems input and participation within the Metro East Ecosystem.

**ENQUIRIES
NOTE**

Contribution to improvement of internal systems within the general surgery service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the general surgical service within the hospital, both clinical and administrative, where reasonable and feasible.

- : Dr A Goliath Tel No: (021) 360-4200; Dr S Gilbert Tel No: (021) 360-4200
- : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidates will be subjected to a practical assessment. 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 38/587

- : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY) (NEW ACUTE)**
Chief Directorate: Metro Health Services

**SALARY
CENTRE
REQUIREMENTS**

- : R720 819 per annum
- : Stikland Hospital
- : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science (R212). OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality (Psychiatry) after obtaining the 1-year post-basic qualification or a post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, after hours, public holidays, day or night and standby duties. Drivers License. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel and Power Point).

DUTIES

- : Provide leadership, supervision, planning, direction and control for the provision of improved patient centred care in a psychiatric ward. Implement an efficient and effective quality improvement programme. Implement an effective and efficient Resource management (human, health technology, financial and facility) plan. Overall Management of the nursing component, including students, ward clerk and household support. Implement an effective and efficient clinical practice in a specialised psychiatric ward. Manage infection control, development and training programmes for nursing and related staff. Provide support to the Deputy Manager Nursing office.

**ENQUIRIES
NOTE**

- : Mr Gayiya Tel No: (021) 940-4424
- : No payment of any kind is required when applying for this post.

POST 38/588

- : **EMS SUB DISTRICT MANAGER GRADE 2 TO 4**
Chief Directorate: Emergency And Clinical Support Service

SALARY

- : Grade 2: R584 604 per annum
- : Grade 3: R649 260 per annum
- : Grade 4: R718 083 per annum

**CENTRE
REQUIREMENTS**

- : Emergency Medical Services, Cape Winelands District
- : Minimum educational qualification: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). -Grade 3: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows

registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: **Grade 2:** Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). **Grade 3:** Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic (CCA or N.DIP). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirement of the job: Current registration as an ECT, Paramedic or ECP. Valid code C1 driver's license. Valid professional driver's permit (PrDP). Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. -Good communication and interpersonal skills and report-writing skills.

DUTIES : Effective management of emergency medical services for the Sub-District. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholders. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr I Naidoo (District Manager – Cape Winelands) Tel No: (023) 346-6000; Ms A Botha Tel No: (023) 346-6022

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

POST 38/589 : **CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum
CENTRE : Northern/Tygerberg Sub-Structure Office
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 Professional Nurse. Or a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497) or R171 plus R1497 that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for the posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's license. Required to travel to provide support within the geographical area of the Chief Directorate: Metro Health Services. Competencies (knowledge/skills): Knowledge of Maternal-Child-Women's Health, HIV/AIDS/STI/TB, Chronic Disease Knowledge of management and Community Orientated Primary Care (COPC). Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.

DUTIES : Co-ordination and implementation of the Life course approach in the substructure, w.r.t HAST/FBS and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 95/95/95 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring

and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the substructure.

ENQUIRIES : Ms. DJ Fourie Tel No: (021) 815-8879
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.

POST 38/590 : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (NURSING CLINICAL EDUCATION AND TRAINING UNIT) (CETU)**
 Chief Directorate: Metro Health Services

SALARY : Grade 1: R571 161 per annum
CENTRE : Mowbray Maternity 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. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in general nursing. Inherent requirements of the job: Willingness to assist accredited Higher Education Institutions with external practical examination of students as required. Willingness to work overtime and provide hospital relief when required. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Experience in Nursing Education and Training in a Perinatal clinical setting with specialised perinatal health care knowledge. Effective leadership, supervisory, planning, coordination, organising, facilitation, mentoring, problem solving, decision-making, as well as conflict resolution skills. Ability to interact, network and liaise with diverse stakeholders and health care users and providers. Extensive knowledge of nursing care practice and procedures, nursing statutes and ethical standards, and other relevant legal frameworks such as: Nursing Act, SANC Education and Training Regulations and Qualifications Framework, Skills Development Act, Department of Health Training and Development Policies and Procedures, All Health-Related and Public Services Regulations and Guidelines, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure.

DUTIES : Responsible for the overall coordination of clinical teaching and learning, the facilitation and oversight in the development of operational plans to give strategic direction to nurse education and training in the hospital and provide support to hospital management. Provide professional and technical support for the provision of quality patient care through proper management of formal and informal training interventions. Participate in the maintenance of norms and standards of nursing practice to promote the health status of health care users by establishing, maintaining inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Participate in the development and implementation of the hospital quality assurance programmes, guidelines, protocols, norms and standards in line with the QA requirements. Utilize information technology (IT) and other management information systems to manage information for the enhancement of training and development. Effective management and utilization of resources (human, financial and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Ms M Holland Tel No: (021) 659-5550
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to practical test.

POST 38/591 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: CHILDREN'S WARD)**
 West Coast District

SALARY : Grade 1: R571 161 per annum
CENTRE : Vredenburg Hospital, Saldanha Sub District

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Ability to travel to attend meetings, outreach, or operational activities. Willingness to work overtime, after hour and weekend standby duties which could include day shift, night shift and public holidays. Willingness to relief the Assistant Manager Nursing and Operational Manager when needed. 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. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes on Operational level.
<u>DUTIES</u>	:	Provision of Leadership and Management by supervision, coordination & delegation to provide quality care through applying professional and ethical standards and legislation in designated unit. Clinical governance of designated unit. Provision of effective support to nursing services. Effectively manage the utilization and supervision of resources, people management, employee relations and monitoring and evaluation of quality. Adequate financial planning and support, budgeting and control of the unit. Professional and ethical conduct. Oversight of research, training and education in the unit.
<u>ENQUIRIES</u>	:	Ms. S. Van Wyk Tel No: (022) 709-5099
<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 38/592</u>	:	<u>CHIEF ARTISAN GRADE A</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R499 470 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate recognised Trade Test Certificate / trade qualification in Electrical or Mechanical Artisanhip. Experience: Ten (10) years' appropriate post-qualification experience as an Artisan/Artisan Foreman. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel when required. Willingness to perform authorised overtime, standby duties, unplanned call-outs and emergency maintenance to maintain critical hospital services. Competencies (knowledge/skills): Appropriate supervisory/managerial experience in a multidisciplinary workshop (Electrical, HVAC and Mechanical), including experience in procurement of goods and services and contracted maintenance. Proven technical and supervisory ability in electrical, mechanical and general building maintenance, including hospital engineering systems. Knowledge of the Occupational Health and Safety Act, machinery regulations, statutory compliance and safe maintenance practices. Ability to plan preventive maintenance, prioritise breakdowns, assess infrastructure risks and maintain continuity of critical services. Knowledge of the Public Finance Management Act, applicable Treasury and supply chain management prescripts, procurement and delegated authority. Ability to prepare technical specifications, evaluate work completed, manage workshop stock and safeguard state assets. Financial management, budgeting, expenditure monitoring and basic cost-analysis skills. Strong leadership, staff supervision, planning, decision-making and change-management skills. Effective communication, customer service, stakeholder engagement and teamwork. Good technical report-writing, record-keeping and problem-solving skills. Computer literacy in MS Word, Excel, Outlook and relevant electronic maintenance/work-order systems.
<u>DUTIES</u>	:	Develop and implement annual preventive maintenance programmes, prioritised work plans and maintenance risk mitigation measures for hospital

buildings, plant and equipment. Coordinate preventive, reactive and emergency repairs to electrical, mechanical and building services; safeguard continuity of clinical-critical systems. Allocate, supervise and quality-assure workshop work orders, contractor maintenance, statutory inspections and completion records. Manage maintenance budgets, commitments, procurement specifications, contractor performance, workshop stock, tools and asset controls in accordance with prescripts. -Supervise and develop workshop staff; manage work allocation, performance, attendance, leave, training, standby arrangements and authorised overtime. Implement occupational health and safety requirements; identify, document and escalate infrastructure, fire protection and technical compliance risks. Maintain accurate service and inspection records and submit reports on maintenance performance, expenditure, unresolved faults and corrective actions. -Sound project management, technical analysis, troubleshooting, contractor management and quality-assurance skills.

ENQUIRIES : Mr R Cajada Tel No: (044) 802-4358 or e-mail: Ricardo.Cajada@westerncape.gov.za

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

POST 38/593 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District

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

CENTRE : Support and Outreach Oudtshoorn PHC, Oudtshoorn Sub-district

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 and R683 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Mental Health Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable 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 requirement of the job: A valid driver's licence. Willingness to work overtime when needed. The incumbent is expected to consult with patients at different facilities in the Sub-Districts. Competencies (knowledge/skills): Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Knowledge in the use of clinical equipment and control of budget levels. Experience in data management and accurate record keeping of the relevant mental health services.

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the Oudtshoorn Sub District. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. 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 of other health care providers.

ENQUIRIES : Ms NC Jackson Tel No: (044) 203 - 7205

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 diploma in the relevant specialty.

POST 38/594 : **ASSISTANT DIRECTOR: SUPPORT SERVICE (INFRASTRUCTURE AND SUPPORT SERVICES)**

SALARY : R487 197 per annum
CENTRE : Western Cape College of Nursing, Central Administration Offices, Stikland Campus

REQUIREMENTS : Minimum educational qualification: An Appropriate National Diploma (NQF Level 6 or equivalent) in Public Management or Project Management. Experience: Appropriate experience in Infrastructure and Support services. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of relevant legislation, regulations & policies, such as OHSC standards. Expertise in facilities and infrastructure management, maintenance, contracts, and support service best practices. Strategic thinking, policy development, and operational planning. Leadership, supervision, team building, and conflict-resolution skills. Stakeholder management, negotiation, and relationship-building competencies. Excellent verbal and written communication, including report writing and technical documentation. Computer literacy (Microsoft Word, Excel, PowerPoint, Outlook, Teams). Project management skills, including planning, organizing and coordinating service delivery.

DUTIES : Lead and coordinate the development and implementation of infrastructure master planning and lifecycle planning. Manage capital improvement projects for buildings and physical infrastructure across all sites. Manage support services such as workshop, transport, Reprographic, record management support/archives, and housekeeping. Manage service contracts (security, cleaning, maintenance, Access Control. Biometric systems, CCTV, fire systems, ground maintenance, pest control etc.) Ensure efficient Security/Access Control for all staff and students' multi-campus. Oversee budgeting and financial management for support services. Lead people management within support services.

ENQUIRIES : Ms L Strauss Tel No: (023) 814-0090
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

POST 38/595 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEPHROLOGY**

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

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Nephrology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Nephrology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology 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: Delivering an after-hours renal replacement therapy service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Good interpersonal skills. Ability to work under pressure and to manoeuvre heavy

		dialysis equipment. Ability to work as a team as well as independently. Willingness to participate in training of Clinical Technology students.
<u>DUTIES</u>	:	Participate in on-going quality control and infection control. Perform other non-renal related therapies such as plasma exchange. Perform Body Composition Monitoring (BCM) on CKD patients. Perform daily RO water checks; do monthly water sampling for bacterial count and perform tests for the endotoxin levels. Perform continuous renal replacement therapies in the ICUs, i.e. CVVHD, CVVHDF & SLED. Perform renal replacement therapies i.e haemodialysis in chronic and acute settings. Willingness to work overtime as needed. Perform administrative duties related to clinical technology, including maintaining patient records, treatment documentation, laboratory results and equipment records. Assist the supervisor and manager with the training of Clinical Technology students and provide support to Student Clinical Technologists with their research projects.
<u>ENQUIRIES</u>	:	Mr D Mveli Tel No: (021) 404 3366 or email: daniel.mveli@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>POST 38/596</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Supply Chain Management
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Western Cape Health Warehouse
<u>REQUIREMENTS</u>	:	Minimal educational qualification: An appropriate National Diploma (NQF 6) or equivalent in Supply Chain Management. Experience: Appropriate experience in Supply Chain and Warehouse Management, including demand planning, inventory optimization, supplier coordination, and maintaining efficient storage and distribution systems. Appropriate experience in managing & handling stock in a store/warehouse environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge and practical experience in LOGIS or Basic Accounting System (BAS). Knowledge of administrative and/or support duties in a store/warehouse.
<u>DUTIES</u>	:	Acquisitions Management - Handling and contract management as per notices in order to procure medical consumables (contract and non-contract). Ensure Compliance with the AO system and delegation when acquiring goods and services. Ensure strict adherence to and continuously maintain up-to-date knowledge of applicable departmental policies, prescripts, and procedures. Managing procurement end-to-end in terms sampling request, evaluation submission, presenting to QC, following the relevant procurement processes. Execute responsibilities within the Electronic Procurement System (ePS), ensuring adherence to procurement prescripts and compliance requirements. Prepare bidding templates and supporting documentation for presentation to the Quotation Committee. Compile and report on stock on hand and dues-out, supporting effective inventory control and planning. Contract management, Forecasting, Demand, Reporting & Policy development for warehouse. ESL, Logis ICN Compliance & BMI. Maintain regular communication with suppliers and internal stakeholders, ensuring timely follow-up on outstanding orders. Assist with interim and annual financial reporting, including financial year-end processes. Performed ad-hoc administrative and operational support tasks as required. Initiate and formulate new proposals for optimal efficiency and effectiveness regarding service. Human Resource Management - Attendance register control, leave planning and control, labour relations, training & development identification and performance agreements and review.
<u>ENQUIRIES</u>	:	Mr D Botha Tel No: (021) 833-7623 or email: Daniel.Botha@westerncape.gov.za

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be required to do a practical test
<u>POST 38/597</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE/FEES, ADMISSIONS, MEDICAL RECORDS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue (Hospital Fees and Patient Administration) and Medical Records field. Appropriate experience of Patient Admissions and Wards, including the Clinicom System. Inherent requirements of the job: Willingness to travel and work after hours when required. Competencies (knowledge/skills): Workable knowledge, Chapter 9 of Department of Health financial and revenue management policies generally with a focus on the management of patient fees and revenue collection in public health facilities. Knowledge and experience of the Clinicom system. Good interpersonal and communication skills and Good numerical skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills and a strong sense of responsibility.
<u>DUTIES</u>	:	Manage and provide support to areas in respect of Revenue Generation. Ensure all Revenue monthly Targets are received monthly from Medical Aids, other 3rd parties and self-funded patients to reach year-end target. Manage and provide support to areas regarding Revenue Collection. Ensure crediting of all payments are done on the BAS System as well as Billing system. Monitor balancing between the BAS. Staff are managed appropriately in terms of HR policies. Ensuring all Reporting functions are timeously met. Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage the Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meetings and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management, which includes the management of disciplinary procedures as well as supervision and evaluation of personnel under your control. Assess patients in accordance with Hospital Memorandum 18 and UPFS manual.
<u>ENQUIRIES</u>	:	Mr N Sitonga Tel No: (021) 360-4734
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/598</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate; Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate supervisory experience in patient administration within a hospital environment. Competencies (knowledge/skills): Good communication, both verbal and written. Good interpersonal and negotiation skills with the ability to organize and manage administration clerks. Computer literacy (MS Word, Excel, PowerPoint and e-mail) and basic knowledge of LOGIS capturing, Clinicom and Treasury Instructions. Departmental Instructions (Finance instructions) and Effective management of financial resources.
<u>DUTIES</u>	:	Supervision and manage staff and patient administration functions in both Admissions and clinical areas. Manage, leave, draft weekly / monthly staff rosters to ensure all areas are cover for efficient and effective patient

		administration. Manage all bookings of patient visits. Ensure that accurate and updated information is captured for each patient visit in accordance with prescribed UPFS and other applicable prescripts. Conduct regular folder audits and implement quality improvement plans to correct internal control deficiencies and to enhance compliance in patient administration. Liaise with all role-players in the multi-disciplinary team to increase accuracy of patient administration data.
<u>ENQUIRIES</u>	:	Mr Jacobs Tel No: (021) 918-1208
<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 38/599</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (EXPENDITURE AND BUDGETS)</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in Finance that focuses on the Key Performance Areas of the post. Working experience and skills in BAS (Basic Accounting System), LOGIS, or other appropriate Financial Systems and PERSAL. Appropriate Supervisory experience. Competencies (knowledge/skills): Relevant knowledge, skills and experience of financial systems, processes, procedures, prescripts and legislative framework (PFMA, NTRs, etc.). Knowledge of BAS, PERSAL and LOGIS. Knowledge of Annual Financial Statements. Knowledge of budget, expenditure and suspense accounts. Computer literacy. Knowledge of and ability to apply the Disciplinary Code. Ability to analyze and provide solutions to problems. In-depth knowledge of SCOA codes and reports on LOGIS / BAS. Good leadership and managerial skills. Ability to work under pressure and independently.
<u>DUTIES</u>	:	Support the Assistant Director: Finance in executing the hospital's strategic objectives. Manage the Creditors section effectively to achieve its goals and targets. Ensure timeous and accurate reporting on the Annual Financial Statements. Interpret, apply and ensure compliance with financial policies, regulations and instructions as practiced in the Public Sector. Do quarterly evaluations and give training to personnel. Authorize transactions on LOGIS and BAS. Manage staff performance and development. Handle computer systems such as LOGIS and/or BAS effectively. Maintain and clear Assets and Liabilities accounts. Manage and maintain debtor accounts.
<u>ENQUIRIES</u>	:	Ms H van Graan Tel No: (021) 658-5007
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/600</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: DISABILITY MANAGEMENT</u> Directorate: People Management Practices and Planning
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF6) in Human Resources or Social Science. Experience: Appropriate experience. Competencies (knowledge/skills): Computer literacy in Microsoft Office (Word, Excel, PowerPoint, Outlook). Facilitation, policy writing, general writing, research, conceptualisation, analytical, statistical analysis and communication (written and verbal) skills. Ability to interpret and apply legislation. Understanding of the Disability Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work.
<u>DUTIES</u>	:	Coordinate and implement strategies, programmes, and projects related to the Department's Disability Strategy. Co-ordination of the reasonable accommodation of employees with disabilities and the procurement of assistive devices in accordance with departmental framework. Advise districts and institutions on disclosure matters in accordance with the departmental disclosure policy and implement disability awareness programmes. Co-ordinate physical and information accessibility measures in the workplace through programmes and projects of the department. Coordinate the implementation of a Disability Sensitisation and Awareness Programme. Coordinate the implementation of a monitoring and evaluation of the Department employment practices and mainstreaming on disability matters.
<u>ENQUIRIES</u>	:	Ms W Herabai Tel No: (021) 483-5676
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.

<u>POST 38/601</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R338 208 per annum Grade 2: R413 004 per annum Grade 3: R496 668 per annum Grade 4: R608 859 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Worker. Registration with a professional council: Registration with SACSSP as a Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. Grade 3: A minimum of 20 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. Grade 4: A minimum of 30 years' appropriate experience in Social Work after registration as Social Worker with SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in MS Windows, Word, Excel, Outlook and proficiency with electronic health information systems. Ability to conduct comprehensive psychosocial assessments and develop, implement, and monitor intervention plans. Ability to manage vulnerable patient groups to access appropriate social support systems. Ability to manage crisis situations, prioritize tasks, and ensure timely interventions. Good verbal and written communication skills to facilitate communication between multidisciplinary team members. Knowledge of statutory processes.
<u>DUTIES</u>	:	Provide geographic knowledgeable social work services to inpatients, outpatients, and their families or caregivers across the Rural East Ecosystem. Render a clinical Social Work service independently and within multi-disciplinary team setting. Facilitate access to community resources and support services. Facilitate referrals to department of social development, non-governmental organizations, community-based organizations, and other relevant government services. Ensure compliance with relevant legislation, policies, and ethical standards governing social work practice. Maintain an appropriate administrative system and effective management of physical resources related to renal dialysis services, Pauper burials applications, old age home applications and all other relevant referrals made to the community. Form 22 completion for abscondments and neglect of children. Identify areas for quality improvement and implement initiatives to enhance patient care and outcomes.
<u>ENQUIRIES</u>	:	Ms S van Wyngaard Tel No: (044) 802-4472
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). -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 38/602</u>	:	<u>INDUSTRIAL TECHNICIAN GENERAL ENGINEERING PRODUCTION (ELECTRONICS)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical, Electronics or Clinical Engineering (T, N or S Stream) or registration as an Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000). Experience: Appropriate experience in the repair and maintenance of medical and related hospital equipment. Inherent requirements of the job: Ability to work with hand tools and electronic test equipment. Competencies

		(knowledge/skills): Knowledge of medical equipment. Ability to fault-find and repair electronic hospital equipment down to component level. Knowledge of health and safety requirements within a technical environment. Good verbal and written communication skills. Computer literacy. Ability to resolve technical problems with accuracy. Knowledge of and ability to use of various tools (hand and power), including dedicated test equipment to carry out functions.
<u>DUTIES</u>	:	Carry out maintenance and repairs of electronic hospital equipment. Perform acceptance and safety testing on equipment. Calibrate medical equipment. General administration duties as required by Clinical Engineering, write reports, specifications and keep records of departmental activities. Inter-act with hospital staff and private sector employees with regards to services and repairs. Handle general, everyday departmental queries.
<u>ENQUIRIES</u>	:	Mr. B Williams Tel No: (021) 404-4023
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/603</u>	:	<u>INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETICS / RESPIRATORY UNIT)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma (T- N- or S- Stream) or a B-tech degree (or equivalent) in Mechanical / Mechatronics / Electronic / Electrical or Clinical Engineering. Experience: Appropriate practical experience in the repair and maintenance of equipment in a Clinical Engineering or other Engineering environment and be willing to be trained in-house on ongoing basis. Inherent requirement of the job: Candidate must have the ability to be trained or have experience to operate mechanical machinery i.e. lathe, milling machine, etc. as well as doing minor electronic/electrical repairs by making use of test equipment, i.e. a multi-meter. Active interest in Medical Equipment, like ventilators and anaesthetic machines and repair and servicing thereof. Willing and able to perform physically challenging work. Willing to perform any other task required by you, requested by Clinical Engineering management. Candidate must be willing to assist other technicians in different workshops within Clinical Engineering, if required from time to time. Valid Driver's license Code B. Willing to work over-time if required. Willing to do stand-by duties and callouts if required. Competencies (knowledge/skills): Computer literacy (including excel and word). Proven ability in fault- finding and repair of equipment, including, but not limited to, anaesthetic machines, ventilators, suction units, blenders and other equipment maintained by Clinical Engineering Anaesthetic workshop. Good written and verbal communication. Candidates must have experience to manage, plan and organise maintenance schedules on equipment. Knowledge of the Occupational health and safety act 1993 and its relevant regulations. Understanding of what Clinical Engineering entails. -Basic knowledge of anaesthetic and respiratory life support equipment.
<u>DUTIES</u>	:	Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment. (Could be after hours or weekends). Liaise with clients and colleagues with regards to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising of work and agree to allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Keep up to date records of equipment and activities including acceptance testing, marking and tracking. Ensure compliance with Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES</u>	:	Ms M Rossouw Tel No: (021) 938-4634/4952
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test on day of interview.
<u>POST 38/604</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Riversdale Clinic, Hessequa Sub-district

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work overtime when needed. Valid driver's license and willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practise within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	:	Ms E Braaf Tel No: (028) 713 - 8644
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 38/605</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	Ladismith Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to rotate to other wards in the hospital. 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 nursing practices and Infection Prevention and Control measures.

<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>	:	Ms A Laubscher Tel No: (028) 551-1010
<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 38/606</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	:	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. OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, including day and night duty, weekends and public holidays. Standby duties, overtime, and to rotate within departments as required, in line with operational needs. 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. Ability to communicate effectively verbally and written. Knowledge of the nursing processes & procedures as outlined in Nursing Act and SANC regulations. Professionalism, good Interpersonal communication skills, leadership skills and flexibility. Skills to plan, organize & coordinate the service by analysing, problem solving and decision making.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning & implementation of nursing care and the education of nursing & other personnel. Render advanced clinical nursing care and support clinical staff with surgical & medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development. Display of core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms SDL Louis Tel No: (044) 802-4376
<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 38/607</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: PHC)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE REQUIREMENTS</u>	:	Swartland Sub-district (stationed at Malmesbury CDC)
	:	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 Professional Nurse. OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to drive mobile when required. Competencies (knowledge/skills): 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>	:	Treatment of patients on Primary Health Care level with regards to Curative Services, ie. Notifiable Diseases, Mental Health and Chronic Diseases. Provide direction and supervision for the implementation of quality comprehensive nursing care within the PHC Context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the PHC team. Utilize human, material and physical resources efficiently and effectively. Participate in training programs and research activities. Maintain workplace discipline of subordinates.
<u>ENQUIRIES NOTE</u>	:	Mr. RA Christoffels Tel No: (022) 482-2729
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/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.
<u>POST 38/608</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3 (NEUROLOGY, NEUROSURGERY AND ADULT PSYCHIATRY) (6/8TH)</u>
<u>SALARY</u>	:	Grade 1: R309 840 per annum Grade 2: R361 875 per annum Grade 3: R423 618 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration

with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Experience in Neurology, Neurosurgery and Adult Psychiatry Occupational therapy. Intermediate and advance seating experience. Splinting experience. Experience in student training/supervision. Sound knowledge of relevant national, provincial legislation and various physical conditions. Good interpersonal, organizational, and planning abilities. Able to work well within a team. Good communication skills (written and verbal).

DUTIES

: The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment. Performing basic, intermediate and advanced seating assessments for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Measurement and fabrication of pressure garments. Executing appropriate discharge plans in accordance with departmental procedures. Independent case management through attendance of ward- rounds and multi-disciplinary meetings (where applicable). Contribute to management of physical resources in Occupational Therapy Department. Provision of OT student training.

ENQUIRIES NOTE

: Ms S Ngemntu Tel No: (021) 938-5062
: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).

POST 38/609

: **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3**
Overberg District

SALARY

: Grade 1: R275 340 per annum
Grade 2: R318 666 per annum
Grade 3: R343 761 per annum

CENTRE REQUIREMENTS

: Caledon Hospital, Theewaterskloof Sub-district
: 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): Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook) as well as demonstrating experience in using JAC/ WellSky dispensing system. Knowledge of Good Pharmacy Practice and of institutional pharmacy practices and procedures. Knowledge of Medicine Supply Management Principles, including cold chain management. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Patient orientated with excellent interpersonal and communication skills including the ability to communicate with other health care professionals. Ability to plan, manage time effectively,

		take accountability, problem solve, innovate, work accurately under pressure and maintain a high standard of professionalism. Ability to take accountability for assigned duties including medicine related queries. Knowledge of Chronic Dispensing Unit, relevant to The Department of Health Western Cape.
<u>DUTIES</u>	:	Assist with the effective control and provision of pharmaceutical products. Assist with accurate compounding, manipulation or manufacturing of a non-sterile medicine or scheduled substance. Assist with the effective control and distribution of pharmaceutical stock to areas within the facility for stock replacement. Support and assist the Pharmacy Manager with 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 direct supervision of a pharmacist as per the Pharmacy Act. Relieve duties within sub district.
<u>ENQUIRIES</u>	:	Ms JM Van der Westhuizen Tel No: (028) 212-1070
<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). Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery. 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 38/610</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE</u>	:	Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post Basic). Registration with a professional council: Current registration with the SAPC as a Pharmacist Assistant (Post Basic) or Pharmacist Assistant (Post Basic) (Institutional). Experience: Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform regular after-hours duties. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical- and pharmaceutical- and stock management knowledge. Innovative analytical thinking and the ability to assist in initiating, coordinating, managing and sustaining programmes.
<u>DUTIES</u>	:	Assists with pharmaceutical service delivery according to legislation and scope of practice. Assists with effective medicine supply management (Receiving, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Assists with provision of health information, advice on correct usage and storage of medication. Assists with waste management and rational usage of resources. Compliance with

		policy and legislative requirements and Good Pharmacy Practice Guidelines. Assists the pharmacists with the Chronic Dispensing Unit (CDU) processes.
<u>ENQUIRIES</u>	:	Ms. E Wessels Tel No: (021) 815-8307
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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 38/611</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (MEDICO LEGAL SERVICES)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12 (Senior Certificate or equivalent qualification). Experience: Appropriate experience in a Medico Legal environment. Appropriate office administration experience. Appropriate experience in client care. Competencies (knowledge/skills): Good planning; organisational; interpersonal and communication skills. Ability to meet deadlines. Knowledge of Clinicom. Ability to compile stats and draft reports. Knowledge of Electronic Content Management (ECM). Knowledge of the POPI and PAIA Act. Undergo development courses. Computer literacy in (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Deliver an effective and efficient administrative support and reception service. Office management and liaise with external and internal clients. Create, register, update and manage databases and electronic management of records. Request and transfer patient folders via Clinicom. Process client/patient requests and prepare documents for completion by clinical staff in terms of RAF /WCA /SAPS and Insurance. Ensure timely submission of statistical data, as well as collate and compile monthly report and statistical data. Provide assistance to Supervisor and HOD.
<u>ENQUIRIES</u>	:	Mr K Stevens Tel No: (021) 404 3238
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/612</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u> Chief Directorate; Metro Health Services
<u>SALARY</u>	:	R237 453 annum
<u>CENTRE</u>	:	Wesfleur Hospital
<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 Supply Chain Management, specifically Asset Management, within an hospital environment. Competencies (knowledge/skills): Computer literacy. Good Numeracy skills. - Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of the Public Financial Management Act (PFMA) and the Accounting Officer's System (AOS). Knowledge of the LOGIS and EPS systems.
<u>DUTIES</u>	:	Maintain and Update the Asset Register. Procurement and Acquisition Management of Assets. Asset Verification, Reporting and Loss Control. Disposal Management. Administrative, Warehousing and Financial Support.
<u>ENQUIRIES</u>	:	Ms. C Castles Tel No: (021) 816-8558
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

<u>POST 38/613</u>	:	<u>ADMINISTRATION CLERK: SCM (ACQUISITION MANAGEMENT) (X2 POSTS)</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 or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge in Public Sector Procurement and Supply Chain Management Processes and Procedures. Competencies (knowledge/skills): Ability to work under pressure. Good communication skills (verbal and written). Computer literacy and have knowledge of related procurement systems, SYSPRO, EPS, ESL Knowledge and understanding of relevant acquisition management legislation and regulations. Knowledge of SCM framework, AO System, Provincial Treasury Instructions, Practice Notes and Delegations issued in terms of section 44 of PFMA.
<u>DUTIES</u>	:	Communication/Follow-ups and Feedback with Suppliers and End-users. Be an active member of the innovation team within SCM to improve on processes and work methods. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Sourcing of Quotations for Goods and Services via the EPS i.e., Buyouts, mini contracts, staggered orders and procuring from contracts to ensure adequate supply of stock.
<u>ENQUIRIES</u>	:	Mr JK Pypers Tel No: (021) 404-2338
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>POST 38/614</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Bishop Lavis CHC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate Grade 12(or equivalent). Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Practical computer literacy, especially in the Windows programmes (MS Word, Excel and Outlook). Professional telephone etiquette and office management experience. Ability to work under pressure. Excellent time management, organizational and good interpersonal skills.
<u>DUTIES</u>	:	Assist with administrative functions related to Personnel recordkeeping, capturing of NIMS related data, minute taking, preparation of documents, telephone messaging, maintain dairy and appointment. Assist Assistant Manager Nursing: PHC, Supervisor, and staff with administrative processes. Effective meeting management (minute taking and logistical arrangements). Maintain registers for statutory registrations (SANC, HPCSA). Presenting of information on request. Distributing and delivering of documents with due dates. Effective administrative support and coordination to departments to ensure efficient operations.
<u>ENQUIRIES</u>	:	Ms. B Piedade Tel No: (021) 508-4606
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/oral assessment.
<u>POST 38/615</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) 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 of Financial Management within an Hospital environment. Knowledge of the Public Financial Management Act (PFMA). Knowledge of the LOGIS and BAS systems. Competencies (knowledge/skills): Computer literacy. Good Numeracy skills. Good interpersonal and communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised.

<u>DUTIES</u>	:	Capture Invoices. Capture and Pre-Authorise Payments. Supplier Account Reconciliation. Financial Administration of Sundry Accounts. Financial Records and Filing Management.
<u>ENQUIRIES</u>	:	Ms. C Castles Tel No: (021) 816-8558
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.
<u>POST 38/616</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS</u> Garden Route District
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Kwanokuthula CDC, Knysna/Bitou Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime on short notice to meet operational requirements. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Appropriate knowledge of record keeping and the PHCIS policy and procedures. Good communication skills (Written and verbal). Ability to accept accountability and responsibility and to work independently.
<u>DUTIES</u>	:	Admit patients, update patient information, maintain patient appointments and schedule appointments for patients. Keep record, file and retrieve folders, trace old folders and compile new folders, archive and destruct folders. Effective support to supervisor and colleagues and relief duties. Cashier duties, accurate collection, safekeeping of state money, control, which includes receipt of money, issue of receipt and account to patient.
<u>ENQUIRIES</u>	:	Ms JA Stander Tel No: (044) 302-8400
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test.
<u>POST 38/617</u>	:	<u>ADMINISTRATION CLERK: WELLNESS, DIVERSITY AND DISABILITY</u> Directorate: People Management Practices and Planning
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Ability to communicate effectively. Planning and organizing skills, Innovative problem-solving skills. Interpersonal skills, numeracy skills and analytical skills.
<u>DUTIES</u>	:	Provide logistical support and make the appropriate arrangements such as arrange venues, arrange GG transport, catering, documents and other materials for meetings and workshops as required. Assist with research, report writing, compilation and updating of statistics related to activities of the component. Render a wide variety of tasks which include budgetary control, handling of petty cash, travel & subsistence claims as well as assistance with preparation of special projects/events. Set up and dismantle exhibition equipment relating to related events/projects/programmes/activities of the component. Office administration including, answering of telephones, general typing, record keeping, distribution and tracking of documents. Handle procurement of all requirements of the component. Draft minutes of meetings and disseminate for consultation with various stakeholders (internal and external).
<u>ENQUIRIES</u>	:	Mr L Mazabelana Tel No: (021) 483-6734
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/618</u>	:	<u>BOILER OPERATOR (BOILER HOUSE) (X3 POSTS)</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 Certificate and an equivalent recognised valid National Steam Certificate. Experience: Appropriate experience working on large industrial boilers. Inherent requirements of the job: Must have an accredited qualification in the operation of coal fired steam boilers. Required to do standby duties, and work nightshift and overtime. Competencies (knowledge/skills): Ability to plan ahead (pro-active), work independently as well as in a team and it would be required for the officer to

		learn & comply with in-house systems & procedures. Strict adherence to the Occupational Health and Safety Act. Be able to work under-pressure and be willing to work shifts when required.
<u>DUTIES</u>	:	Assist Artisan-Foreman with routine maintenance and repairs. Ensure adherence and compliance with Occupational Health standards and the Occupational Health and Safety Act. Ensure correct usage and flow of chemicals. Monitor boiler pressure in accordance with demand. Monitor the water/fuel level of the boiler. Perform administration functions.
<u>ENQUIRIES</u>	:	Mr K Mgcodo Tel No: (021) 404-6251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/619</u>	:	<u>ARTISAN ASSISTANT (ELECTRICAL)</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in general electrical work. Inherent requirement of the job: Willingness to perform overtime duty when required. Competencies (knowledge/skills): Ability to work under pressure. Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Adherence to the Occupational Health and Safety Act 1993 and its relevant regulations.
<u>DUTIES</u>	:	Assist Artisans with maintenance, repairs and installation projects of plant, equipment and buildings of the hospital. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Complete and return repair requisitions and further keep record of all repairs. Assist in ordering and controlling the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.
<u>ENQUIRIES</u>	:	Mr. K Mgcodo Tel No: (021) 404-6251
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/620</u>	:	<u>HOUSEKEEPING SUPERVISOR (X2 POSTS)</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate cleaner/housekeeping service experience. Inherent requirements of the job: Compulsory to work shifts, weekends, public holidays and in other departments. Competencies (knowledge/skills): Ability to communicate effectively. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards.
<u>DUTIES</u>	:	Maintain a high standard of cleanliness and hygiene within the hospital. Supervisory and performance management of housekeeping team. Responsible for the provision and serving of meals and beverages to patients and parents. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Effective utilization of resources (physical and financial). Handle and remove domestic and medical waste. Control and issue linen stock as required. Application of the disciplinary procedures and conflict resolutions Assist in performing ad-hoc duties within the hospital.
<u>ENQUIRIES</u>	:	Ms L Chenga Tel No: (021) 658-5436
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/621</u>	:	<u>OPERATOR (REPROGRAPHICS)</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std. 7). Experience: Appropriate Printing experience. Competencies (knowledge/skills): Good planning, organisational, client care, interpersonal and communication skills. Ability to meet deadlines, Compiling and reporting on statistics. Computer literacy in (MS Word, Excel and Outlook). Undergo development courses.
<u>DUTIES</u>	:	Deliver an effective and efficient Printing service for the entire Hospital. Effectively finish off all printing requests. Effective office organisation and liaison with external and internal clients. Ensure timeous submission of statistical data,

		as well as collate and compile a monthly report. Perform relieve duties when necessary. To relieve the Photocopy Centre and deliver urgent printing requests to remote Departments as well as assisting the Medico-Legal department with urgent copies. Provide assistance to Supervisor and HOD.
<u>ENQUIRIES</u>	:	Mr K Stevens Tel No: (021) 404-3238
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 38/622</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (SURGERY) (X3 POSTS) (20 SESSIONS PER WEEK) (UNTIL 31 MARCH 2029)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R501 per hour Grade 2: R572 per hour Grade 3: R662 per hour
<u>CENTRE</u>	:	Khayelitsha District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's license; willingness and ability to travel. Full commuted overtime (average 16 hours per week) is mandatory for the permanent/fulltime post. Ensure CPD compliance. Competencies (knowledge/skills): Ability to render a high quality general surgical service. Strong ethical principles with leadership, conflict resolution, organisational & counselling skills. Willingness and ability to teach at undergraduate and post graduate level. Digital systems competency. Enrolment to write General Surgery: FCS Part 1.
<u>DUTIES</u>	:	Clinical service delivery in general surgery, including management of surgical patients in the emergency center, wards and outpatient department. Pre-operative, intra-operative and post operative care of surgical patients with surgical skills appropriate for the level of experience. Management of inpatient and outpatient referrals as well as after hour management of surgical patients. Clinical governance in the form of resource stewardship, accurate medical record keeping, morbidity & mortality reviews and case audits. Teaching & training activities at undergraduate and postgraduate level with participation in the departmental and hospital academic programs. -Actively Involvement in research. Systems input and participation within the Metro East Ecosystem. Contribution to improvement of internal systems within the general surgery service – both within the hospital and the Metro East ecosystem. Participation in the wider functions of the general surgical service within the hospital, both clinical and administrative, where reasonable and feasible.
<u>ENQUIRIES</u>	:	Dr A Goliath Tel No: (021) 360-4200; Dr S Gilbert Tel No: (021) 360-4200
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must

apply for a change in registration status). Candidates will be subjected to a practical assessment. 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."

SOUTH AFRICAN POLICE SERVICE (WESTERN CAPE)

APPLICATIONS

: Complete application forms must be hand-delivered to: South African Police Service, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, posted to Private Bag X9004, Cape Town, 8000 or emailed: Recruitment94@saps.gov.za

CLOSING DATE

: 06 November 2026 at 16:00

NOTE

: Applications must be submitted on a Z83 Form (2021 version), obtainable from <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>, which must be accompanied with a comprehensive Curriculum Vitae. The post particulars and reference number of the post you are applying for, must be correctly specified on the application form. Please complete a separate application form for each post you wish to apply for. It is the responsibility of the applicants to submit applications timeously to the correct physical address as provided in the advertisement. Please note that applications submitted to an incorrect physical address will not be considered. Late applications will not be accepted or considered. Short-listed candidates will be required to produce originals of their Identity Document (ID), Senior Certificate and all educational qualifications obtained, service certificates from previous employers stating the occupation and motor vehicle driver's license, before the interview. Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions. Applicants must have no previous criminal convictions or pending criminal/ departmental cases and shall allow their fingerprints to be taken and background enquiries to be made. Short-listed candidates may be subjected to a full security clearance process before or during any stage of employment. Short-listed candidates will be subjected to a vetting process which will include security screening, fingerprint screening, reference checking and verification of address, where necessary. All short-listed candidates, including the SMS shall undertake two pre-entry assessments, (a) a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, as well as (b) an integrity assessment (ethical conduct). Selection panels shall score both technical exercises as an additional criterion in the interview process. Short-listed candidates for appointments to certain identified posts will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment. Candidates are expected to disclose if he/ she is a respondent in an interim or final protection order in terms of the Domestic Violence Act, 1998 (Act no 116 of 1998) or Protection from Harassment Act, 2011 (Act No 17 of 2011), and may be disqualified from appointment. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 January 2015 provide a buccal (inside cheek) sample to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. Appointments will be made in terms of the Public Service Act, 1994 (Act No 103 of 1994) as applicable to the post environment. Persons who retired from the Public Service by taking a severance package, early retirement or medical retirement, as well as persons with previous convictions, are excluded. The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer/ appointment will promote representivity will therefore receive preference. The South African Police Service is under no obligation to fill a post after the advertisement thereof. Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

<u>POST 38/623</u>	:	<u>ADMINISTRATIVE CLERK REF NO: WCOCC1/2026 (X1 POST)</u> Provincial Operational Command Centre
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Be in possession of Grade 12 / Senior Certificate / NCV Level 4 or equivalent qualification (NQF level 4 as recognized by SAQA). Relevant courses in the field of the post will serve as an added advantage. General computer literacy skills (MS Word, MS Excel, MS Office, MS PowerPoint and Outlook). Demonstrate competency in acting Independently, Professionally, Accountable and with Credibility. Good verbal and written communication skills. Sound planning, organizing, administrative and problem-solving skills. Strong interpersonal skills. Customer focus and responsiveness. Be willing to work under pressure.
<u>DUTIES</u>	:	Administer incoming and outgoing correspondence. Administer logistics, vehicle fleet, leave records, weekly, monthly and quarterly returns. Provide administrative support relating to inspection on buildings, premises, and properties. Maintain, database/filing system/registers Protect integrity of unauthorised access of files/records registers and filing system.
<u>ENQUIRIES</u>	:	Customs House Building, Lower Heerengracht Street, Cape Town: HRC Mzomba Tel No: (021) 409 6584