

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

<u>APPLICATIONS</u>	:	Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/ , via Google Chrome or Mozilla Firefox.
<u>CLOSING DATE</u>	:	20 November 2026
<u>NOTE</u>	:	The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae; applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening, and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity.

MANAGEMENT ECHELON

<u>POST 39/343</u>	:	<u>CHIEF DIRECTOR: ASSESSMENT AND EXAMINATIONS REF NO: 337</u> Chief Directorate: Assessment And Examinations
<u>SALARY</u>	:	R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and

discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the Province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES

: Line Management: Line management, advice and guidance in respect of the following functional areas: Develop and maintain the assessment systems pertaining to all phases of curriculum delivery: Develop provincial assessment systems and see to application of national assessment systems; Build skills and capacity in respect of the application of assessment systems; Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes; Administration support regarding examination irregularities. Manage the planning and administration of examinations and certification throughout the education system: Administer examination and certification processes; Provide a provincial printing service and manage examination distribution and marking services; Provide administrative support services. Plan, manage and coordinate the development and implementation of examination and assessment information systems for the Chief Directorate: Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems; Manage and monitor the development of new systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Cel and SITA; Oversee the provision of user management services; Drive training, capacity-building and knowledge sharing practices; Build capacity of district staff to perform examination and assessment related functions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management,

maintenance and safekeeping of the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Complete and submit record as per reporting requirements. Risk Management: Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Consult with security service partners and structures.

ENQUIRIES : Mr B Loriston Tel No: (021) 467 2946

POST 39/344 : **CHIEF DIRECTOR: PHYSICAL RESOURCES REF NO: 339**
Chief Directorate: Physical Resource Management

SALARY : R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE : Cape Town

REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Proven knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES : Line Management: Strategic management, advice and guidance in respect of the following functional areas: Develop and manage strategies, policies, systems, norms / standards, plans and leases related to infrastructure programmes / projects: Determine and maintain physical resources framework for schools, hostels and office accommodation. Determine policies, strategies and procedures for capital, scheduled, day-to-day and emergency maintenance projects. Draft infrastructure inputs for Provincial Infrastructure-, Departmental Strategic-, Annual Performance- and Service Plans and Annual Report. Compile the U-AMP. Interpret, customise / develop and legislate functional and technical norms and standards as issues by DBE. (Technical norms and standards need to be interpreted, customised and approved in consultation with the implementing agent. Manage leases and facilities estate management. Manage the delivery of the total programme of infrastructure projects through the interaction with and monitoring / oversight of the Implementing sound financial accounting practices: Prepare the IPMP (including construction procurement strategy) based on the U-AMP and the MTEF with inputs being provided by the implementing agent. Provide project / programme information and inputs when the IPIP is drafted by the implementing agent. Draft SDA with implementing agent. Rigorously review and sign-off IPIP, different PEPs during the different phases of project implementation. Implement day-to-day maintenance and emergency projects

and programmes. Implement compliance with OHS requirements. Develop and implement Disaster Management Plan. Financial management and reporting. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to operational management support. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Department. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate's Business Plan. Motivate, train and guide employees within the Chief Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate's budget and expenditure. Assume direct accountability to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/ committees on all aspects of the Chief Directorate's finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate assets. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Mr S Abrahams: Tel No: (021) 467 2051

POST 39/345

: **CHIEF DIRECTOR: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 340**
Chief Directorate: Education Planning

SALARY

: R1 554 696 per annum (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs

CENTRE

: Cape Town

REQUIREMENTS

: An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at a senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions. Proven knowledge and understanding of information systems that aid in the management of knowledge and information pertaining to the line function. Proven knowledge and understanding of programme and project management. Proven knowledge and understanding of procurement and tendering processes. Proven knowledge and understanding of policy development, and strategy management, monitoring and review processes. Proven knowledge and understanding of modern systems of governance and administration. Proven knowledge and understanding of public service procedures, processes and systems. Proven

knowledge and understanding of the global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector. Proven knowledge and understanding of public finance, human resources and discourse management processes. Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Proven knowledge and understanding of the functioning of the province and the activities of sister departments. Proven knowledge and understanding of the policies of the government of the day. Basic knowledge and understanding of Labour Relations legislation and regulations. Proven knowledge and understanding of performance management in general. Skills: Numeracy. Literacy. Computer Literacy. Language skills. Project Management. Accounting, Finance and Audit. Economic, Financial and Statistical analysis. Legal Administration. Strategic Planning.

DUTIES

: Line Management: Line management, advice and guidance in respect of the following functional areas: Plan, manage and coordinate education research: Plan required research; Manage and coordinate research; Publish and report on research findings. Coordinate the departmental policy development process: Initiate and evaluate requests for policy development; Facilitate policy alignment within the department; Manage the policy register; Facilitate the policy communication process; Provide expert advice and support on policy development; Facilitate the legislative process of primary and secondary statutory policy. Develop and manage education knowledge, information-, record systems and coordinate ICT: Develop and maintain WCED knowledge management and information systems; Develop and maintain record management systems; Plan, manage and coordinate ICT infrastructure and services. Monitor and evaluate the performance of education delivery at all levels and areas of the education system: Develop and maintain a departmental framework for M&E aligned to Provincial and National M&E Frameworks i.e WSE / SE); Provide advice in generating and developing performance and output indicators; Collate, process and analyse data for relevant performance and output indicators for transversal and departmental programmes; Ensure efficiency and effectiveness in organisational performance systems and reporting; Provide baseline / benchmark information to measure results on the programme in relation to the PSOs; Evaluate relevance, efficiency, effectiveness, impact and sustainability of departmental policies and interventions. Strategic Management (including change management): Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Drive the Chief Directorate's strategic planning process. Drive the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined measurable key objectives and standards. Report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance relating to Digital government and ICT. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources (people, finances and assets) employed by it. Foster and promote a culture of innovation within the Chief Directorate, and the Branch. Diligently perform all duties assigned to the post of Chief Director. People Management: Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Chief Directorate Plan. Motivate, train and guide employees within the Chief Directorate to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Chief Directorate. Monitor information capacity building within the Chief Directorate. Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Manage participation in the budgeting process at Chief Directorate level. Ensure the preparation of the Annual and Adjustment Budgets for the Chief Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Chief Directorate budget and expenditure. Assume direct accountability

to ensure that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate. Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Chief Directorate. Ensure that all spending is aligned with the strategic objectives of the Chief Directorate and Department. Report to the Deputy Director-General and relevant oversight role players/committees on all aspects of the Chief Directorate finances. Assume overall accountability for the management, maintenance and safekeeping of the Chief Directorate. Assume direct accountability to ensure that appropriate risk management procedures are in place and adhered to by the Chief Directorate. Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards.

<u>ENQUIRIES</u>	:	Mr S Abrahams Tel No: (021) 467 2051
<u>POST 39/346</u>	:	<u>DISTRICT DIRECTOR REF NO: 338</u> District Office: Cape Winelands Education District Office
<u>SALARY</u>	:	R1 317 384 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE</u>	:	Worcester
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years of experience at middle or senior management level. Successful completion of the Certificate for entry into Senior Management Service (SMS). Valid driver's licence. Knowledge: Knowledge of the Education Environment. Extensive knowledge of applicable policies and procedures. Management principles. Public Service procedures. Knowledge of People Management processes. Employee relations. Financial management. Project Management. Skills: Interpret and apply relevant policies and procedures. People management planning. Problem solving skills. Sound Budgeting skills. Communication & Facilitation Skills (including report writing & presentation skills). Strong organisational skills. Strategic thinking and planning. Core Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Process competencies: Knowledge Management. Service Delivery. Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Oversee the management of Public Ordinary and Public Special Schools within the district circuits to be effective and efficient in order to deliver quality education: Ensure that Public Ordinary and Public Special Schools are effectively and efficiently managed and governed. Promote leadership and managing principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools. Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the district. Ensure Learner Support (Inclusive and Specialised Learner and Educator Support) services to Public Ordinary and Public Special Schools. Oversee the district business planning, information management, school management and governance support and, people management within the Education District: Ensure the implementation and dissemination of information, facilitate ICT services and prepare, implement and monitor the district business planning processes and intergovernmental relations. Provide developmental support to Public Ordinary-, Public Special Schools and Hostels to ensure effective and efficient school management and governance. Develop, support and monitor the implementation of sound administration and financial management processes and the implementation of recommendations within Public Ordinary-, Public Special Schools and Hostels. Provide infrastructure planning and monitor delivery of Public Ordinary-, Public Special Schools and Hostels within the district. Administer and monitor learner transport. Manage and monitor the implementation of the National School Nutrition Programme (NSNP). Manage and monitor the implementation of School Safety and Occupational Health and Safety within Public Ordinary-, Public Special Schools and Hostels. Manage and monitor the implementation of school enrichment programmes within Public Ordinary- and Public Special Schools. Provide a people management service in the district. Develop, manage, monitor and report on the workplace skills and the professional development plans for the district. Monitor and administer the staff performance management systems within the district. Manage the health and

wellness programmes within the district. Facilitate the compilation of the district people management plan and placement of interns within the district. Oversee the delivery of the curriculum at Public Ordinary and Public Special Schools: Advise schools on national and provincial policies and assist schools to implement them appropriately. Monitor, evaluate and support curriculum implementation. Provide school-based assessments, internal and external examinations (National Senior Certificate – NSC), and national and provincial assessments at district level. Facilitate and support the implementation of Information and Communication Technology (ICT) at Public Schools (including communication, e-Education and e-Administration). Promote the establishment, development, administration and effective use of various school library models (including mobile libraries). Oversee learner support to Public Ordinary- and Public Special Schools: Facilitate and coordinate specialised education programmes including psychological, social work, HIV/AIDS, career guidance, remedial and therapeutic services for all learners. Advance learner health and well-being. Oversee district level corporate service: Promote sound financial and supply chain management (SCM) services. Render a financial accounting service. Provide a management accounting service. Render an asset management service. Manage the SCM service. Monitor financial compliance of Public Ordinary-, Public Special Schools, hostels and provide pre-forensic investigations within the Education District. Evaluation of approved budget of Public Schools and hostels. Manage the evaluation of annual financial statements of Public Schools. Manage the evaluation of the bi-annual financial statements of Public Schools. Verify the monthly compliance of payments (e.g. municipal accounts, LTS, LTSM, etc.). Perform a budget monitoring function in respect of Section 20 schools. Manage pre-forensic investigations. Provide a logistical support service. Manage and monitor GG transport in the district. Manage and maintain district records. Provide a facility support service. Manage and maintain the district- and Circuit Offices infrastructure and grounds. Manage Occupational Health and Safety at the District and Circuit Offices. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Chief Director on a regular basis on the activities of the Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate's Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of people management plan, a service delivery improvement programme, and an information resources plan for the Directorate. Promote sound employee relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Directorate. Assume direct responsibility for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Report to the Chief Director on all aspects of the Directorate's finances. Assume overall responsibility for the management, maintenance and safekeeping of Directorate's assets. Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES

:

Ms. Heather Van Ster Tel No: (021) 467 2089

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>	:	16 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.

OTHER POSTS

<u>POST 39/347</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (HEPATOBIILIARY SURGERY)</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>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Sub-Specialist in Surgical Gastroenterology, Hepatobiliary Surgery. Registration with a professional council: Registration with the HPCSA as Medical Sub-Specialist Surgical Gastroenterologist, Hepatobiliary Surgeon. Experience: A minimum of 3 years appropriate experience as a Medical Sub-specialist after registration as a Medical Sub specialist in Surgical Gastroenterology, Hepatobiliary surgery. Inherent requirements 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. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of Surgical Gastroenterology, Hepatobiliary surgery. Ability to teach and train undergraduate and post graduate students and sub specialist fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in Surgical Gastroenterology, Hepatobiliary surgery. Insight into challenges of local health care delivery, diversity, transformation and equity.
<u>DUTIES</u>	:	Surgical Gastroenterology, Hepatobiliary surgery clinical service provision and management in the Groote Schuur Hospital Surgical Gastroenterology, Hepatobiliary Surgery Unit. Management and training of surgical staff. Participation in academic and management activities of the division.
<u>ENQUIRIES</u>	:	Prof L Cairncross Tel No: (021) 406-6229
<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 39/348</u>	:	<u>CLINICAL MANAGER (MEDICAL) GRADE 1</u> Garden Route District
<u>SALARY</u>	:	R1 479 723 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE</u>	:	Mossel Bay Hospital, Mossel Bay Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years of appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the district. A commuted overtime contract is compulsory, and willingness to work after-hours. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Appropriate management experience in a Health Facility. Postgraduate qualification in healthcare management.

<u>DUTIES</u>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<u>ENQUIRIES</u>	:	Dr JB van Jaarsveld Tel No: (044) 604 - 6101
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment and competency assessment.
<u>POST 39/349</u>	:	<u>REGISTRAR (MEDICAL) (OTORHINOLARYNGOLOGY)</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 as experience in research/publications. Appropriate clinical experience in General and/or ENT Surgery. Effective leadership and interpersonal skills.
<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 ENT Surgery. 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 ENT.
<u>ENQUIRIES</u>	:	Dr K Moodley, email: kitesh.moodley@westerncape.gov.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 39/350</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	Grade 1: R1 395 528 per annum Grade 2: R1 592 274 per annum Grade 3: R1 844 151 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Orthopaedic Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedic Surgery. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedic 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 a Medical Specialist in Orthopaedic Surgery. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels. Clinical and surgical competency in orthopaedic trauma surgery, Clinical experience in secondary and tertiary orthopaedic trauma surgery provision.
<u>DUTIES</u>	:	Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. Participate in after hour service provision. Orthopaedic trauma surgery specialist clinical service provision. Be prepared to work across western metropole platform ecosystem as service requirements dictate.
<u>ENQUIRIES</u>	:	Prof RN Dunn Tel No: (021) 404-5108
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Please ensure that you attach an updated CV. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 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 Plain District Hospital, Victoria Hospital and George Provincial Hospital.
<u>POST 39/351</u>	:	<u>REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X5 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>	:	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. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia [DA(SA)] successfully completed. FCA(SA) Primary exams successfully completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.

<u>DUTIES</u>	:	Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.
<u>ENQUIRIES</u>	:	Prof S Chetty Tel No: (021) 938-9226
<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 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)".
<u>POST 39/352</u>	:	<u>REGISTRAR (MEDICAL FAMILY MEDICINE)</u> (4-Year Contract) Central Karoo District
<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>	:	Central Karoo District Office (Stationed Beaufort West Hospital with associated PHC Centres and short opportunities at George Regional Hospital as needed)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner (Independent Practice). Inherent requirement of the job: A valid (code B/EB) driver's license and willingness to travel. Willingness to work overtime. (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime). Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.
<u>DUTIES</u>	:	Clinical service provision, including participating in community-orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health sciences students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the leadership and clinical governance activities.
<u>ENQUIRIES</u>	:	Dr H Hendriks Tel No: (023) 414-8200

NOTE

: No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointments on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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). ii) Other: 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." -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. 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. -All applicants are required to apply simultaneously to the relevant university when they submit their application. The links to the applications portals are as follows: Stellenbosch University: <http://www.sun.ac.za/english/maties/apply>. "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" -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 39/353

: **MEDICAL OFFICER GRADE 1 TO 3 (NEUROSURGERY)**
(1-Year Contract)

SALARY

: Grade 1: R1 041 402 per annum
Grade 2: R1 188 255 per annum
Grade 3: R1 375 245 per annum
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE
REQUIREMENTS**

: 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: Commuted overtime is compulsory. Emergency and after hour call cover. A certificate of ATLS and Basic Surgical skills course completed. Competencies (knowledge/skills): Ability to work under pressure in a team. Appropriate and

		sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Evidence of interest in Neurosurgery. Research experience.
<u>DUTIES</u>	:	Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning. Teaching & Training. Research. Professional development.
<u>ENQUIRIES</u>	:	Vuyiwe Bathaka, email: Vuyiwe.bathaka@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 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 officer 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 39/354</u>	:	<u>REGISTRAR (MEDICAL) (NEUROSURGERY) (X2 POSTS)</u> (5-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. 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): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in neurosurgery. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical skills course completed. Research experience. Experience as a medical officer in Neurosurgery or other relevant experience in Neurosurgery.
<u>DUTIES</u>	:	Clinical Service: Patient Care. Clinical Service: Operative. Clinical Governance. Learning/ Teaching & training. Research. Professional development.
<u>ENQUIRIES</u>	:	V Bathaka, email: Vuyiwe.bathaka@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. 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 registrar-ship 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 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." 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. 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). The Department of Health is guided by the principles of Employment Equity. 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.

<u>POST 39/355</u>	:	<u>DENTIST GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R1 011 516 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). (plus, a non-pensionable, rural allowance of 22% of the basic annual salary)
<u>CENTRE REQUIREMENTS</u>	:	Beaufort West Sub-district, PHC Outreach and Support
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Experience: Grade 1: None after registration as Dentist with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 2: Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 8 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Grade 3: Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees. Minimum of 13 years' relevant experience after registration as Dentist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel throughout the Central Karoo District. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report writing, clinical documentation, recording keeping and referral writing skills. Sound verbal and written communication skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards or ideal facility/clinic requirements as applicable and good time management. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed. Ability to be flexible and innovative in response to differing client needs.
<u>DUTIES</u>	:	Provide clinical primary and secondary dental treatment to children on the wellness bus and inpatients and outpatients as applicable to the designated work areas. Provide dental care support in dental clinics in the different sub-districts within Central Karoo District. Provide a holistic dental service independently and as part of a team in a hospital and primary health care setting. Diagnose and appropriate management of patients. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resources including facilitating the repair and maintenance of dental equipment. Stock taking and ordering of consumables as required within departmental norms. Relevant in-service training and skills transfer. Provide relevant relief duty within Central Karoo District in absence of a peer colleague.
<u>ENQUIRIES</u>	:	Dr V Arendse Tel No: (023) 414-8200
<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 39/356</u>	:	<u>ASSISTANT MANAGER NURSING (SPECIALTY: FORENSICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R785 568 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R880) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. 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 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification in Advanced Psychiatric Nursing Science OR a post graduate Diploma (R635) accredited with the SANC in Mental Health Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy skills. Basic financial and statistics management skills. The ability to communicate (verbal and written).
<u>DUTIES</u>	:	Effective management of the Psychiatric wards and coordination of all activities and communication with the relevant supervisors and stakeholder. Management and monitoring the effective utilisation of human, financial and physical resources. Deliver a quality psychiatric nursing care throughout the hospital and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the Ideal Hospital Standards. Supervision of the implementation of effective processes and practices to all statistical information needed to render a quality mental health service. Liaising with relevant stakeholders on day and night shift including referring hospitals, family members, security service and SAPS. Participate in and encourage nursing research at the institution.
<u>ENQUIRIES</u>	:	Mr V Nel Tel No: (021) 826-5802
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/357</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OBSTETRICS SERVICES: ANTENATAL HIGH-RISK CLINIC)</u>
<u>SALARY</u>	:	R720 819 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. OR a 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration

with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. 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 the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality or post-graduate diploma in the relevant speciality. Inherent requirement of the job: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Strong leadership and interpersonal skills. Good written and verbal communication skills.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager. Participative management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms V Dubase Tel No: (021) 938-4000
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical / competency assessment.

POST 39/358 : **OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL: FEMALE SURGERY)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R571 161 per annum
CENTRE : Paarl 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 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: Ability and willingness to assist with shifts and after-hours hospital cover including weekends, public holidays, night duty relief and overtime as the need arises. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to communicate verbally and in writing. Knowledge and insight of nursing- and other relevant legislation and policies relating to nursing in the public sector and their impact on service delivery. Ability to facilitate and promote quality patient care through setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team within a Functional Business Unit (FBU)structure. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and the ability to function under pressure.

DUTIES : The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal quality nursing service as an Operational Manager. Participative management and utilisation of human resources to fulfil operational and developmental functions in the areas. Manage and monitor financial resources of the clinical areas. Initiate and actively participate in training, development, and research, including quality training and implementation within the Nursing Division. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards, promote

	professional growth and self-development, including leadership skills and behaviours.
<u>ENQUIRIES</u>	: Ms M Rust, email: Magda.rust@westerncape.gov.za
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 39/359</u>	: <u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3 (5/8TH POST)</u>
<u>SALARY</u>	: Grade 1: R567 261 per annum Grade 2: R659 559 per annum Grade 3: R763 653 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 Clinical Psychologist. Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as a Clinical Psychologist 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 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist 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 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Relevant experience in comprehensive personality and neuropsychological assessment of child, adolescent and adult patients. Relevant experience in assessment diagnosis and psychotherapy with respect to individual, group, couples and families. Ability to work within multi-disciplinary teams.
<u>DUTIES</u>	: To manage and provide psychological services to patients of designated units in Tygerberg Hospital including Child, Adolescent and Adult Psychology; to train and supervise interns in Clinical Psychology. -Contribute to the teaching and training of students at the associated Faculty of Health Sciences. Participate in the academic activities of the associated university. Administrative duties.
<u>ENQUIRIES</u>	: Mr C Arendse Tel No: (021) 938-9616
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>POST 39/360</u>	: <u>RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)</u>
<u>SALARY</u>	: Grade 1: R510 906 per annum Grade 2: R598 260 per annum Grade 3: R703 785 per annum
<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) in Ultrasound Radiography. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound Radiography. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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 Radiography (Ultrasound) in respect of RSA-qualified employees.

Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Competencies (knowledge/skills): A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. Appropriate experience in vascular ultrasound. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems. Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training.

DUTIES : Perform procedures in vascular ultrasonography. Ensure quality image analysis to accurately contribute to diagnosis of abnormalities. Provide quality patient-centered care to all patients. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other appropriate duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Operate imaging equipment and review images to ensure they are of good quality. Provide training and support as appropriate.

ENQUIRIES : Ms N Behardien-Peters Tel No: (021) 404-4187
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

POST 39/361 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Garden Route District

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

CENTRE : Asla CC, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year Bachelor's degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement

ENQUIRIES
NOTE

Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

- : Ms A Lamprecht Tel No: (044) 604 - 6106
- : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. -This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635). 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 39/362

- : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X5 POSTS)**
Garden Route District

SALARY

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

CENTRE
REQUIREMENTS

- : PHC Support and Outreach, George Sub-district Clinics
- : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R48). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work overtime when needed. Willingness to drive a mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Good communication skills. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook, Teams).

DUTIES

- : Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

ENQUIRIES
NOTE

- : Ms MJF Marthinus Tel No: (044) 814 -1100
- : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/ oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or post graduate diploma in Primary Care Nursing accredited with the SANC (R635).

<u>POST 39/363</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum (Plus non pensionable rural allowance of 12% of your annual basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Beaufort West Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC Advance Midwifery and Neonatal Nursing Science (R212). OR A 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification or post-graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Good communication skills (both written and verbal). Appropriate supervisory skills and optimal utilisation of subordinates. Knowledge of maternal and neonatal health care services within the hospital setting. Computer literacy.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized quality patient care and health service delivery. Effective implementation of infection control policies and health and safety legislation. Effective utilization of all human- and physical resources. Assist with Financial management and cost containment. Participate in health research, data collection & quality improvement initiatives. Provision of Support to Nursing Services.
<u>ENQUIRIES</u>	:	Mr T Ntombana Tel No: (023) 414 - 8200
<u>NOTE</u>	:	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 in the post basic qualification or post graduate diploma in the relevant specialty. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

<u>POST 39/364</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)</u> West Coast Health District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE REQUIREMENTS</u>	:	Clanwilliam Hospital, Cederberg Sub-District Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing

	Science (R212) OR A 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R 1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited with the SANC in Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays and overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	: Provision of high quality, holistic and specialized Nursing care within set standards and within Professional / legal framework in a specialized Maternity section. Effective utilization of Human, financial and material resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ ethical standards and self-development.
<u>ENQUIRIES</u>	: Mr NM Goeieman Tel No: (027) 482-2166
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidate will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification or post graduate diploma in the relevant specialty.
<u>POST 39/365</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY) (X5 POSTS)</u>
<u>SALARY</u>	: Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	: Tygerberg Hospital, Parow Valley: (Post Natal and Antenatal (X2 Posts) Antenatal (X1 Post) OBS and Gynaecology (X2 Posts)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Or A 4 year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post Graduate Diploma (R635) accredited with the SANC in Midwifery. 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 with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification or post graduate diploma in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the maternity module. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the specialty clinical department. Display core values of the

		Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.
<u>DUTIES</u>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and develop self and others.
<u>ENQUIRIES</u>	:	Ms V Dubase Tel No: (021) 938-4000
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 in Advanced Midwifery and Neonatal Nursing Science or post Graduate Diploma (R635) accredited with the SANC in Midwifery.
<u>POST 39/366</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R495 423 per annum Grade 2: R607 350 per annum
<u>CENTRE</u>	:	Malmesbury CDC, Swartland Sub-District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council as a Professional Nurse. A post-basic qualification, with a duration of at least a 1-year diploma, in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with the SANC (R 48) OR a 4-year bachelor's degree in nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council as a Professional Nurse. A postgraduate diploma (R635) accredited with the SANC in Primary Care Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific speciality after obtaining the one-year post-basic qualification as mentioned above. OR A post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. Inherent requirements of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Demonstrate in-depth knowledge of Nursing and public service legislation. Appropriate experience in a primary health care setting. Appropriate experience in rendering a support service.
<u>DUTIES</u>	:	The effective execution and assist with the management of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective execution and assist with the management of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.
<u>ENQUIRIES</u>	:	Mr RA Christoffels Tel No: (022) 482-2729

<u>NOTE</u>	:	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 in the post basic qualification in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48) or a post graduate diploma (R635) accredited with the SANC in Primary Care Nursing. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.
<u>POST 39/367</u>	:	<u>EMS STATION MANAGER GRADE 3 TO 6 (X4 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 3: R413 199 per annum Grade 4: R499 311 per annum Grade 5: R584 604 per annum Grade 6: R649 260 per annum
<u>CENTRE</u>	:	Overberg (Swellendam and Caledon) Cape Winelands (Robertson) West Coast (Vredenburg), Emergency Medical Services
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: 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 AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. -Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.
<u>ENQUIRIES</u>	:	EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100

EMS West Coast District Office; Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853
 EMS Winelands District Office - Mr I Naidoo 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 39/368 : **SPEECH THERAPIST GRADE 1 TO 3**
 (Contract until March 2029)
 Garden Route District

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

CENTRE REQUIREMENTS : Garden Route District Office, George
 Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist and Audiologist or Speech Therapist. Registration with a professional council: Registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA in the relevant profession in Speech Therapy or Speech Therapy and Audiology (where applicable in respect of RSA qualified employees). 1-year relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in Speech Therapy or Speech Therapy and Audiology in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Audiology or Speech Therapy and Audiology in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Adhere to all departmental requirements and protocols. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards and or ideal facility/clinic requirements as applicable. Ability to provide Speech Therapy services independently and as part of a team. Clinical therapeutic skills including assessment techniques, treatment, discharge planning and follow up as needed.

DUTIES : To provide Speech Therapy services at facility level (hospitals and primary healthcare facilities) and community level in the Garden Route District, inclusive of adult and paediatric patients with disorders in speech, language, feeding, swallowing, fluency, voice and cognition within the scope of practice of a Speech Therapist. To provide education and training to healthcare professionals, community health workers and patients and plan Speech Therapy related health awareness activities according to the health awareness calendar. To adhere to departmental rules and values. To work and be part of a multi-disciplinary team. Daily collection and monthly submission of data as per departmental protocols. Effective, efficient and optimal use of resource management such as managing stock and ordering consumables. Complete weekly stats and service reports as required. Maintain own professional development, facilitate in-service training as identified. Manage review of personal performance. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Ms B Zandberg Tel No: (044) 803 - 2700

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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 39/369</u>	:	<u>COMMUNITY LIAISON OFFICER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Klipfontein / Mitchells Plain Sub-structure office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Working knowledge of governance-related legislation and regulations, and health promotion principles. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
<u>DUTIES</u>	:	Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties. Provide technical and administrative support to the Violence Prevention unit, as required.
<u>ENQUIRIES</u>	:	Dr M Paleker Tel No: (021) 370-5000
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/370</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Render a 40 - hour service as determined by the department. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good

		interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographers and students. Participate in continuing professional development activities. Participate in a after hour service of the department.
<u>ENQUIRIES</u>	:	Ms T September Tel No: (021) 799-1173
<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 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)"
<u>POST 39/371</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CRITICAL CARE)</u>
<u>SALARY</u>	:	Grade 1: R413 121 per annum Grade 2: R482 499 per annum Grade 3: R564 822 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist: Critical Care. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist in Critical Care. Experience: Grade 1: None after registration with the HPCSA as a Clinical Technologist. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist 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 Clinical Technologist, in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist 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 Clinical Technologist. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist 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: Required to Independently do standby and overtime. Competencies (knowledge/skills): Adhere to all legal requirements, protocols and procedures. Ability to perform procedures at a highly skilled level. Problem solving skills. Good human relations skills, be reliable, responsible and hardworking. The ability to prioritize and manage time effectively. Work well within a group at all levels of authority. Good writing and communication skills. Basic computer literacy.
<u>DUTIES</u>	:	Deliver comprehensive critical care clinical technology services to all patients at a tertiary level. Actively participate in clinical ward rounds and multidisciplinary team meeting discussions to ensure collaboration with all health professionals. Contribute to Critical Care department administration functions to ensure effective service delivery. Support all forms of training as required in an academic facility.
<u>ENQUIRIES</u>	:	Mr E Isaacs Tel No: (021) 658-5465/5954 or email: Isaacs@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 to health professionals who apply for the first time for registration as Clinical Technologist: Critical Care with the relevant council (including individuals who must apply for change in registration status).

<u>POST 39/372</u>	:	<u>COMMUNITY LIAISON OFFICER</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Northern/Tygerberg Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate National Diploma (NQF 6) or equivalent qualification. Experience: Appropriate experience in community engagement, communication, and stakeholder coordination. Inherent requirements of the job: A valid Code B/EB driver's license. Willingness and ability to travel for official duties. Competencies (knowledge/skills): Working knowledge of governance-related legislation and regulations, and health promotion principles. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good co-ordination, problem solving and training skills. Computer literacy (Ms Word, PowerPoint and Excel). Understanding of Project Management and evaluation of projects. Understanding of communication processes with communities, internal staff, and external partners. Ability to compile reports, take minutes, capture community feedback, and perform administrative duties accurately.
<u>DUTIES</u>	:	Implement the Western Cape Health Facility Boards and Committees Act ("the Act") by planning, coordinating, and supporting effective governance structures. Coordinate capacity-building programmes by organising, implementing, and monitoring training initiatives for relevant community and facility role players. Represent and promote Sub-Structure Office health services within relevant health-orientated community organisations. Facilitate and support stakeholder engagement meetings, forums, and community dialogues and meetings. Identify community needs, concerns, and service delivery challenges and report these to management. Compile reports, minutes, community feedback summaries, and attendance registers, and provide technical and administrative support to the Violence Prevention Unit and other components as required.
<u>ENQUIRIES</u>	:	Ms. J Pieterse Tel No: (021) 830-3797
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/373</u>	:	<u>EMS SHIFT LEADER GRADE 3 TO 6 (RURAL) (X4 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 3: R348 636 per annum Grade 4: R413 199 per annum Grade 5: R499 311 per annum Grade 6: R613 020 per annum
<u>CENTRE</u>	:	EMS, Garden Route District (Uniondale) Overberg District (Barrydale) West Coast District (Vredendal) Central Karoo (Beaufort West)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 3: Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Grade 4: Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). Grade 5: Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic (CCA or N.DIP). Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South

		Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.
<u>DUTIES</u>	:	Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services, and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
<u>ENQUIRIES</u>	:	EMS Overberg District Office – Ms Y Avontuur Tel No: (028) 312-3219 / Mr M Jacobs Tel No: (028) 284-9100 EMS Garden Route District Office Mr J Jansen Tel No: (044) 802-2517 / Ms L. Jacobs Tel No: (044) 802-2521 EMS West Coast District Office – Mr E. Pedro Tel No: (022) 433-8853 / Ms S. Andrew Tel No: (022) 433-8853 EMS Central Karoo District Office – Mr J. Jansen Tel No: (023) 449-8202 / Ms L. Fortuin Tel No: (023) 449 8209
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/374</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE)</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in BAS, AR, Clinicom and supervisory exposure. Inherent requirement of the job: Willingness to rotate within Revenue Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently and meet time-frames. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts Receivable (AR) System, JAC and Finance instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of PFMA, Treasury and Finance Instructions.
<u>DUTIES</u>	:	Supervise and coordinate the operational duties of the Hospital Fees Department (all categories). Monitor and oversee financial transactions relating to HIS, BAS, Cash Management, Credit Balances, and JAC. Supervise and coordinate Patient Fees Debt Management processes, including Irrecoverable Debt Relief Delegations. Oversee and monitor Patient Fees Revenue Management functions (EDI, follow-up of medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients, IOD, and State Departments) in accordance with the Hospital Fees Manual Chapter 18 and relevant Finance Instructions. -Supervise human resource administration, performance management, and labour relations matters within the section. Facilitate client liaison and information management, including the interpretation, communication, and implementation of Finance Instructions. Oversee file management and the disposal/destruction of State records in accordance with applicable policies. Attend and participate in relevant meetings and forums.
<u>ENQUIRIES</u>	:	Mr LI Kitshini Tel No: (021) 938-4387
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

POST 39/375 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

SALARY : R338 106 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : 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 (Procurement). Appropriate experience in the Procurement Process. Competencies (knowledge/skills): Appropriate knowledge of and practical experience in Logis and the Integrated Procurement Solutions (ePS). Good verbal and written communication skills. Computer literacy in MS Word, MS Excel, Outlook. Good organizational skills. Be able to manage a team of Procurement Clerks. Knowledge and experience of the Procurement process. Knowledge of Asset and Inventory (warehouse) Management procedures. Knowledge of PFMA, Finance instructions, Provincial and Treasury regulations. Knowledge of the Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA). Ability to apply the Disciplinary code. Knowledge of Accounting officer system and maintenance services 16B.

DUTIES : Facilitate the Procurement process for Red Cross War Memorial Children's Hospital from demand to delivery, inclusive of non-performance management administrative duties. Effective and efficient management of the Procurement on Logis and Electronic Procurement Solutions (ePS) environment. Perform the duties as an Approver on ePS. Ensure the effective application of procurement policy processes including management of acquisition, contract and demand management. Coordinate and advise on the process of drafting specifications. Authorize transaction on LOGIS. Reporting on internal and external stakeholders (IFS, AFS and other). Accurate and timeous reporting of information related to medical consumables and all the other items that are used in the Hospital environment to internal and external stakeholders. Effective procurement of all institutional assets, consumables, medical items, major and minor and ensuring budgets are spent. Liaise with end users, service providers and other departments regarding Supply Chain matters. Effective management of Institution's Infrastructure procurement. Ability to work overtime as and when required. Developing and training staff in Supply Chain Management. Perform supervisory functions by advising training and development of own staff.

ENQUIRIES : Mr S Ntsonkotha Tel No: (021) 658-5892
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test.

POST 39/376 : **ADMINISTRATIVE OFFICER: WELLNESS COORDINATOR**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in an Employee Wellness space. Competencies (knowledge/skills): Need to have insight into the epistemology of wellness. Report writing skills.

DUTIES : Conduct monitoring and evaluation and compile regular reports. Ensure contract administration related to employee health and wellness projects and programmes implementation. Administer and implement projects and programmes that promote employee health and wellness. Provide input into policy development and facilitate the implementation of strategy / policies.

ENQUIRIES : Ms N Mqushulu Tel No: (021) 404-6313
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

POST 39/377 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT: EMPLOYEE SERVICES (RECRUITMENT AND SELECTION)**

SALARY : R338 106 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management:

		Recruitment and Selection. Competencies (knowledge/skills): Excellent verbal and written communication. Ability to work in a team. Computer skills. Extensive knowledge of HR Policies, procedures, practises relevant to Recruitment and Selection.
<u>DUTIES</u>	:	Render a recruitment and selection function. Ensure paid and unpaid employment contract are accurately and timeously issued. Assist with grievances/disputes linked to recruitment and selection. Compile database on status of advertised posts. Supervise and develop subordinates.
<u>ENQUIRIES</u>	:	Ms B Alexander Tel No: (021) 404-2271
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
<u>POST 39/378</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: FEMALE/ CHILDREN'S WARDS)</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>	:	Mossel Bay 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. Utilise 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 JA Mahlangu Tel No: (044)604 - 6104
<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 39/379</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 REQUIREMENTS</u>	: Asla Clinic, Mossel Bay Sub-district : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (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 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 NOTE</u>	: Ms A Lamprecht Tel No: (044) 604 - 6106 : 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 39/380</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R337 359 per annum Grade 2: R411 978 per annum Grade 3: R495 423 per annum
<u>CENTRE</u>	: Neuro Rehab (X2 Posts) and Nursing Relief (X1 Post), Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse or General Nurse. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in Nursing after registration with SANC as a professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with SANC as a professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays to meet operational requirements. Willingness to rotate to other

		wards when required. Competencies (knowledge/skills); Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills (both written and verbal). Ability to function independently as well as in a multi-disciplinary team to ensure good patient care. Good report writing skills.
<u>DUTIES</u>	:	Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilisation of human and financial resources to ensure optimal operational function. Participation in training, development, and research within the nursing department. Delivering a support service to the Nursing Service and the institution. Maintaining ethical standards and promoting professional growth and self-development. Supporting and participating in interdisciplinary team functioning to ensure comprehensive rehabilitation service delivery. Contributing to discharge planning for integration of patients into home and community. Assist nursing staff in the application of nursing care processes and procedures.
<u>ENQUIRIES</u>	:	Ms V Abrahams Tel No: (021) 370-2407
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/381</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</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</u>	:	Radie Kotze Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 4 year Bachelor Degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse OR A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to travel, work extra hours and be on standby. Rotate to other Departments, excluding Maternity department. Competencies (knowledge/skills): Knowledge of Infection Prevention Control, control measures and practices. Knowledge of Nursing practices. Problem solving, report writing, liaison and facilitation skills. Good interpersonal and organisational skills and the ability to communicate effectively (verbal and written).
<u>DUTIES</u>	:	Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain professional/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms TJ Fredericks Tel No: (022) 814- 0462 / (022) 931-2140
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

<u>POST 39/382</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R275 340 per annum Grade 2: R318 666 per annum Grade 3: R343 761 per annum
<u>CENTRE REQUIREMENTS</u>	:	Klipfontein / Mitchells Plain Sub-structure office Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional) or Pharmacist Assistant (Post-Basic). Registration with a professional council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) Institutional or Pharmacist Assistant (Post Basic). 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 requirement of the job: Valid (Code B/EB) drivers license.
<u>DUTIES</u>	:	Engage and liaise with relevant internal and external stakeholders. Assist the Manager: Pharmaceutical Services with the management and coordination of private providers within KMPSS. Assist private providers with stock-related and other operational pharmacy queries. Provide Pharmacist's Assistant (Post-Basic) services at Primary Health Care facilities within KMPSS on a rotational basis.
<u>ENQUIRIES NOTE</u>	:	Mr M Roomanay Tel No: (021) 370-5128 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). Candidates will be subjected to a written/practical and oral assessment.
<u>POST 39/383</u>	:	<u>ADMINISTRATION CLERK: HEALTHNET (RURAL) (X2 POSTS)</u> Chief Directorate Emergency and Clinical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE REQUIREMENTS</u>	:	Emergency Medical Services, Cape Winelands and West Coast District Minimum educational qualification: A Matric (Grade 12) qualification or equivalent. Experience: Appropriate computer experience in Microsoft Word and Excel. Inherent requirement of the job: A Valid Code 8 driver's license. Willing to travel between EMS districts and external stakeholders. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to work independent as well as in a team.
<u>DUTIES</u>	:	Accurately record information on the online booking system to ensure data integrity. Liaise daily with district and secondary hospitals to decant discharge patients. Accurate compiling daily discharge and HealthNet statistics for the district. Daily distribution of documents to HealthNet staff and management. Contact clients and provide them with updated information when needed. Monitoring of Healthnet fleet to assist operational component.
<u>ENQUIRIES</u>	:	EMS West Coast District Office – Mr E Pedro Tel No: (022) 433-8853 / Ms S Andrew Tel No: (022) 433-8853 EMS Cape Winelands District Office - Mr I Naidoo Tel No: (023) 346-6000 / Ms A Botha Tel No: (023) 346-6022
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/384</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (AEROMEDICAL SERVICES)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Emergency Medical Services

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with administration of financial processes and information. Appropriate experience verifying invoices, claims and supporting proof of service. Appropriate experience dealing with contracted providers, Finance and Supply Chain Management. Inherent requirement of the job: Valid driver's license. Computer literacy in Microsoft Office, e-mail and internet. Willingness to travel when required. Competencies (knowledge/skills): Knowledge of invoice processing, claims reconciliation, expenditure monitoring and recordkeeping. Knowledge of service level agreements, purchase orders, financial controls and PFMA requirements. Ability to prioritize, solve problems, meet deadlines and maintain accurate records. Ability to work independently and in a team, with good communication and interpersonal skills.
<u>DUTIES</u>	:	Receive, register and track invoices from contracted providers, including private ambulance companies, AMS and NPOs. Verify invoices and supporting proof of service against service level agreements, purchase orders, tariffs and approved activity. Reconcile provider claims and follow up on missing, duplicate or inconsistent information. Maintain monthly expenditure and utilisation records for the Business Solutions contract and contracted provider portfolio. Flag expenditure risks, outstanding invoices and over- or under-utilisation for management attention. Liaise with contracted providers, Finance and Supply Chain Management and provide administrative support to the EMS Supervisors.
<u>ENQUIRIES</u>	:	Dr L van Rensburg Tel No: (083) 320-6584 or email: Louis.VanRensburg@westerncape.gov.za
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/385</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)</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 and Warehouse environment. Competencies (knowledge/skills): Practical skills in SYSPRO / LOGIS. Organisation skills. Good interpersonal and communication skills. Computer skills (MS Word, MS Excel, Outlook).
<u>DUTIES</u>	:	Ensure the effective running of the store/warehouse. To verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.
<u>ENQUIRIES</u>	:	Ms A Ismail Tel No: (021) 404-5181
<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 39/386</u>	:	<u>ADMINISTRATION CLERK: HRM (EMPLOYEE SERVICES) (RECRUITMENT AND SELECTION)</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer literacy. Attention to detail, relationship building skills, multi-tasking, time management, critical and analytical thinking. Knowledge of the Western cape Government Recruitment and Selection policy.
<u>DUTIES</u>	:	Filing of documents and maintenance of various HR databases. Support Selection Panel as HR Advisor. Process and facilitate paid/unpaid job offers and contracts of employment. Hosting of fingerprints and sending documents to external service provider for verification.
<u>ENQUIRIES</u>	:	Ms D Bailey Tel No: (021) 404-2362
<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 39/387</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (EXPENDITURE CONTROL)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Metro TB Hospital Complex
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA'S) of the post. Experience: Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Sound Knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer's System of the Department of Health. Computer literacy (MS Word, Excel and Outlook).
<u>DUTIES</u>	:	Compile, verify and process payments on the BAS and LOGIS systems, and reconcile supplier statements. Control, verify, capture journals and report on Asset and Liability accounts including clearance of Asset and Liability Accounts. Handling revenue and petty cash administration. Assist in compilation of IFS and AFS, leases and 30-day payment reporting. Support to supervisor.
<u>ENQUIRIES</u>	:	Ms P Sandile Tel No: (021) 508-7410
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/388</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate Supply Chain Management experience including Procurement of Goods and Services. Inherent requirements of the job: Valid Code E/EB Driver's License. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Ability to function independently as well as in a multi-disciplinary team. Knowledge of LOGIS, ESL (Essential Supplier List) and Electronic Procurement System systems. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, Regulations, Policies. Knowledge of Supply Chain Management and Finance administrative processes.
<u>DUTIES</u>	:	Demand and Acquisitioning of goods and services including drafting of specifications, conducting site meetings, advertising and evaluations of RFQs on the Electronic Purchasing System. Ensure Audit Compliance. Internal control and Supply Chain Management Reporting. Support to Supervisor, Team and end users in terms of procurement related queries.
<u>ENQUIRIES</u>	:	Ms CC Dyini Tel No: (021) 799-1290
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/389</u>	:	<u>STAFF NURSE GRADE 1 TO 3 (PSYCHOGERIATRIC WARD)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R229 440 per annum Grade 2: R272 778 per annum Grade 3: R319 071 per annum
<u>CENTRE</u>	:	Alexandra Hospital
<u>REQUIREMENTS</u>	:	Minimum Educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Good communication and interpersonal relationships. Basic computer skills in

		MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilisation of physical and financial resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Ms B Wiener Tel No: (021) 503-5000/5030
<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 a change in registration status).
<u>POST 39/390</u>	:	<u>FOOD SERVICES SUPERVISOR</u> Cape Winelands Health District
<u>SALARY</u>	:	R201 096 per annum
<u>CENTRE</u>	:	Stellenbosch Hospital, Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate and relevant supervisory experience in a Food Service Unit. Inherent requirements of the job: Ability to lift/move heavy objects and be on their feet the entire day. Willingness to work shifts, public holidays/ weekends and overtime as needed. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of production and cooking methods for normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.
<u>DUTIES</u>	:	Order, receipt, storage and issue all food provisions and stock in the foodservice unit. Supervise food pre-preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control. Process food statistics and keep records.
<u>ENQUIRIES</u>	:	Ms. G Fortuin Tel No: (021) 808-6151
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 39/391</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
<u>CENTRE</u>	:	Laingsburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirement of the job: Willingness to work overtime, shifts, public holidays, night duty and weekends. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Good communication skills (written and verbal). Self-discipline and motivation.
<u>DUTIES</u>	:	Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Effective utilization of physical and financial resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<u>ENQUIRIES</u>	:	Mr G Samuels Tel No: (023) 814-2015

<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 39/392</u>	:	<u>GENERAL WORKER: PHARMACY (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a pharmaceutical, healthcare logistics or stock distribution environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and overtime when required. Ability to perform physical tasks involving the movement and transportation of medicine boxes, stock, trolleys and supplies. Ability to walk long distances within the hospital environment. Ability to work in a healthcare environment and handle pharmaceutical stock and related supplies. Competencies (knowledge/skills): The ability to receive, handle, distribute and issue stock, supplies and pharmaceutical products according to prescribed procedures and standard operating practices. Ability to read, interpret and process requisitions, stock orders and related documentation. Basic knowledge of stock rotation principles (FIFO/FEFO). Basic numerical skills. Good interpersonal and communication skills. Ability to work effectively in a team. Ability to maintain confidentiality regarding patient information and prescriptions. Knowledge of Occupational Health and Safety principles.
<u>DUTIES</u>	:	Provide effective operational and logistical support to pharmacy services through the collection, transportation and distribution of medicines, pharmaceutical stock, supplies, prescriptions and related documentation within the hospital and associated service areas. Assist with the receiving, handling, picking, packing, issuing and movement of pharmaceutical stock and supplies in accordance with prescribed procedures and stock rotation principles. Support medicine distribution and stock movement processes by collecting and delivering ward stock, prescriptions, pharmaceutical supplies and other authorised documentation between pharmacy, wards, clinics and designated service points. Maintain a clean, safe and organised working environment in accordance with Occupational Health and Safety requirements and departmental procedures. Report operational concerns, delays, incidents and stock-related issues to supervisors timeously. Maintain professional conduct and compliance by adhering to attendance requirements, working hours, departmental policies, confidentiality requirements and the Code of Conduct. Demonstrate accountability, effective communication and positive working relationships while carrying out assigned duties.
<u>ENQUIRIES</u>	:	W Rosant Tel No: (021) 402-6460
<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 39/393</u>	:	<u>FOOD SERVICE AID (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	R144 024 per annum
<u>CENTRE</u>	:	Montagu Hospital, Langeberg Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a food service unit, which includes the operating of scale kitchen equipment as well as the preparation of normal and therapeutic diets. Inherent requirements of the job: Ability to do physical tasks and operate heavy-duty kitchen and cleaning equipment. Be able to work with cleaning materials, do high-dusting and lifting of heavy equipment and supplies. Ability

		to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends, public holidays and overtime if requested. Competencies (knowledge/skills): The ability to prepare meals according to standardized recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.
<u>DUTIES</u>	:	Rendering Food Services. Apply and maintain quality and reduce risk. Maintain apparatus and equipment. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Provide support to supervisor.
<u>ENQUIRIES</u>	:	Ms. E Le Roux Tel No: (023) 626-8551
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 39/394</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY)</u> <u>(SESSIONAL:10 HOURS PER WEEK)</u> (Contract) Chief Directorate: Rural Health Services
<u>SALARY</u>	:	Grade 1: R671 per hour Grade 2: R766 per hour Grade 3: R887 per hour
<u>CENTRE</u>	:	George Regional Hospital
<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 Otorhinolaryngology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Otorhinolaryngology. Inherent requirement of the job: A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Manage own theatre lists and provide clear guidance on outpatient bookings. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits, research and publications. Experience in teaching, conducting and supervising research. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.
<u>DUTIES</u>	:	Provision of definitive Otorhinolaryngology care within the scope of a regional hospital service, including assessment, management, elective surgery, ongoing care, and appropriate referral of complex cases in accordance with established referral pathways to tertiary facilities. Delivery of high-quality, patient-centred Otorhinolaryngology services, ensuring efficient management of patient workload while maintaining clinical standards, patient safety, and service satisfaction. -Support and supervision of junior medical staff in the assessment, diagnosis, and management of Otorhinolaryngology conditions, including bedside and procedural guidance within the clinical environment. Commitment to structured teaching and training of junior doctors, interns, and other healthcare professionals through informal bedside teaching, as well as formal academic activities such as lectures, tutorials, and case discussions. Render an efficient, cost-effective high-quality clinical service to patients managed by the hospital and district as the Rural East Ecosystem, by balancing throughput with quality. -Active participation in departmental training programmes, continuing medical education (CME) activities, workshops, and professional development forums relevant to Otorhinolaryngology and district/regional service delivery. Involvement in clinical audits, quality assurance processes, and service improvement initiatives to strengthen Otorhinolaryngology service delivery within the district and regional health

system. -Participation in data collection, clinical data management, and reporting of service statistics to support governance, monitoring, and planning of Otorhinolaryngology services. Support clinical governance and administrative functions within the Otorhinolaryngology service, including medico-legal documentation, reporting requirements, staff-related administration, and compliance with departmental policies and protocols. - Active participation in the development and maintenance of clinical guidelines, protocols, and referral systems to ensure safe and effective Otorhinolaryngology service delivery within a regional hospital platform. Strong ethical standards and sound clinical judgement, with appropriate counselling skills for patients and families. Strong leadership, communication, interpersonal, teamwork, and organisational skills suitable for a multidisciplinary regional hospital environment.

**ENQUIRIES
NOTE**

: Prof L Jenkins at (083) 795-1065
: No payment of any kind is required when applying for this post. Candidates are subjects 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).

POST 39/395

: **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL) (20 HOURS PER WEEK)**
(Contract till 30 November 2027)
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R273 per hour
Grade 2: R318 per hour
Grade 3: R373 per hour

**CENTRE
REQUIREMENTS**

: Oral Health Centre, Tygerberg/Mitchells Plain
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as Radiographer in Diagnostics. Experience: **Grade 1:** None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Good Computer literacy (MS Word, Excel and Outlook). Good interpersonal skills and perform effectively as part of a multidisciplinary team. Professional ethics. Ability to work independently. Ability to work under pressure. Appropriate knowledge of Department of Radiography techniques and protocols. Appropriate knowledge of radiation protection and equipment safety.
: Render optimal Radiographic service within a multidisciplinary team using the ALARA principles. Recording of patient and examination statistics. Effective stock management. Monitor and perform regular quality assurance checks and tests. Supervise, train students during clinical session. Attend departmental meetings and CPD activities.

DUTIES

ENQUIRIES

: Dr. T. van Zyl Tel No: (021) 937-3110

NOTE

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