PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH AND WELLNESS
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
CLOSING DATE : 04 December 2026, 17:00PM
NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate’s suitability based on the post’s technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

OTHER POSTS

POST 42/479 : **HEAD CLINICAL DEPARTMENT (MEDICAL) GRADE 1**

SALARY : R2 704 842 per annum (A portion of the package can be structured according to the individual's personal needs.)
CENTRE : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years’ experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid Code B/EB driver’s license and able to drive manual and automatic cars and bakkies. Must be able to perform Commuted Overtime and on call duties. Competencies (knowledge/skills): Clinical and strategic leadership; medico-legal expert opinion and communication; teaching and assessment; research and scholarly writing; people and conflict management; project/ change management; financial/ resource management; data interpretation; computer literacy and use of health/ academic information systems. Knowledge of Forensic pathology and medico-legal investigation; relevant WCG Health and UCT policies; HPCSA requirements; applicable health, human-tissue; occupational health and safety and medico-legal legislation; clinical governance and quality assurance, public-sector financial and human resource management; academic and research governance. Ability to communicate clearly and discreetly in person and in writing. Substantial post-specialist forensic pathology experience, with demonstrated experience in clinical leadership, medico-legal service delivery, governance, academic teaching/ training and research. Experience managing multidisciplinary teams and complex stakeholder environments. Ability to work in mortuary, clinical laboratory, scene and academic environments. Ability to travel across the assigned service platform.
DUTIES : Strategic leadership and operational management of the Division and Heads of Division across the service platform. Rendering of clinical service in the field of Forensic Pathology across the platform. Embed good governance and values-driven leadership practices through the establishment of specific targeted governance and quality assurance initiative across the service platform. Teaching and guidance of undergraduate and postgraduate students in Forensic Medicine. Guiding and participation in the design, execution and publication of research.
ENQUIRIES : Ms VR Thompson Tel No: (021) 928-1505
NOTE : No payment of any kind is required when applying for this post. The successful candidate will also be the Head of Division of Forensic Medicine and Toxicology University of Cape Town Faculty of Medicine and Health Sciences.

POST 42/480 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY)**
Chief Directorate: Emergency Clinical and Services Support

SALARY : Grade 1: R1 395 528 per annum

Grade 2: R1 592 274 per annum
Grade 3: R1 844 151 per annum
(A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Forensic Medicine, Stellenbosch University

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Appropriate registration with the Health Professions Council (HPCSA) as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Forensic Pathology. **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 Forensic Pathology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid driver's license (Code B/EB). Will be required to perform routine service autopsies. Will be required to deliver expert testimony in court proceedings. Will be required to perform work duties outside normal working hours and away from base of employment. Availability to travel to regional facilities to offer a service for limited periods. Must be able to perform Commuted Overtime and on call duties. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach and train medical students, Forensic Pathology Officers and Medical staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Working knowledge of the legislation, policies and code of conduct pertaining to Forensic Pathology Practice in the Republic of South Africa. Research ability. Exposure to Post-mortems, autopsy work and dissection. Creativity and openness to new ideas. Above-average computer and software literacy.

DUTIES : Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by performance of post-mortems of natural and unnatural deaths. Provide full-time medico-legal death investigative service within the Division of Forensic Medicine by compiling and completing reports, including ancillary investigations. Expert testimony in court as well as expert opinion on inquest dockets or the relevant cases as requested by the Department of Justice. Academic teaching and training, research, clinical governance and quality assurance. Support to the Head: Clinical Unit with all administrative functions of the Division.

ENQUIRIES : Prof J Verster, email: jverster@sun.ac.za

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a profiling assessment prior to appointment. 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 42/481 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
Chief Directorate: Metro Health Services

SALARY : R1 069 215 per annum

CENTRE : Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 4-year Bachelor's degree in Nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR - A 3 year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse or General Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be

appropriate/recognisable experience at management level. Inherent requirement of the job: A valid driver's licence. Willingness to work overtime, do shift work and standby duties. Willingness to travel and work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Knowledge of Nursing administration, Nursing Education, Quality Improvement, Infection Prevention and Control and Occupational Health strategies in health. Finance management. Computer literacy in Microsoft Word, Excel and Power Point packages. Excellent verbal and written communication skills.

DUTIES : Provide strategic management and leadership to the nursing department Oversee clinical governance and service delivery of nursing department Effective people management of nursing services which include nursing personnel, HR matters, Staff development and staff support. Manage allocated budgets which include, Nursing Personnel, Agency, and Overtime, Budget, Equipment, Vetting and Asset Management.

ENQUIRIES : Ms W Sonnie Tel No: (021) 508-7400

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

POST 42/482 : **MEDICAL OFFICER GRADE 1 TO 3 (ORTHOPEDICS) (X2 POSTS)**
Chief Directorate: Rural Health Services

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

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Participate in the after-hours call system. Availability during major incidents as needed. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.

DUTIES : Patient-centred services are delivered through comprehensive, efficient, cost-effective, and high-quality care that provides patient experience aligned with the values of the Western Cape Department of Health and Wellness. Clinical governance is strengthened through a sustained culture of continuous quality improvement and ongoing departmental research to remain current with clinical developments. Teaching and learning are promoted through creating a supportive learning environment for students, junior staff, and peers at both undergraduate and postgraduate levels, while continually updating one's own knowledge and skills. Outreach and support activities focus on strengthening and improving service delivery across the Rural Central Ecosystem. Corporate governance is upheld through effective and efficient financial and physical resource management, together with full adherence to all people management requirements.

ENQUIRIES : Dr AJ Troskie Tel No: (023) 348-1121

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

POST 42/483 : **PHARMACY SUPERVISOR GRADE 1**
Chief Directorate: Metro Health Services

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

CENTRE : Kleinvlei CDC, Khayelitsha/Eastern sub-structure

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Willingness to register as a Responsible Pharmacist. Willingness to register as tutor. Valid (Code B/EB) driver's licence. Willingness to do after hours work and be on call. Ability and willingness to supervise, tutor and train staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.

DUTIES : Overall responsibility for pharmaceutical service delivery at Kleinvlei Community Day Centre in line with statutory requirements, Western Cape Government regulations and circulars. Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility. Effective management of human resource functions for the pharmacy. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Overall responsibility for pharmaceuticals supplies management at Kleinvlei Community Day Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. -Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Overall responsibility for the submission of pharmaceutical data for the hospital and ensure representation of pharmacy services at all relevant meetings.

ENQUIRIES : Mr T Mtubisi Tel No: (021) 904-4410

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 42/484 : **ENGINEER PRODUCTION: ELECTRICAL GRADE A TO C**
Directorate: Engineering and Technical Services

SALARY : Grade A: R914 517 per annum
Grade B: R1 030 296 per annum
Grade C: R1 172 184 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Professional Engineering Services (Location on the grounds of Karl Bremer Hospital, Bellville, Cape Town)

REQUIREMENTS : Minimum educational qualification: An appropriate 4-year degree in Electrical Engineering (BEng/BSc Eng). Registration with a professional council: Registration with Engineering Council of South Africa (ECSA)as a Professional Engineer. Experience: **Grade A:** At least 3 years appropriate/recognisable experience after obtaining the relevant qualification e.g. B Eng / BSc (Eng.). **Grade B:** At least 14 years' appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirement of the job: Willing to work overtime, stay away and travel throughout the Western Cape Province, often at short notice. Willing to assist in other institutions and directorates. Physically fit and able to inspect buildings and related engineering infrastructure and machinery. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge in the compilation of specifications and tender documentation. Contracts and quality management skills. Knowledge of risk analysis and risk mitigation strategies and prioritisation. Conversant with OHSA and regulations pertaining to Electrical and Electrical installations. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Computer literate (MS Word. Auto CAD and Excel). Knowledge and experience in computer aided design of engineering infrastructure in the health care environment. Sound interpersonal and good verbal and written communication skills.

DUTIES : Compile specifications and tender documentation within time limits. Identify and Manage projects from inception to close-out. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Liaise with clients regarding information and work progress. Ensure continuity of service schedules, prioritizing work, and consideration of operational requirements. Ensure Engineering infrastructure, plant and equipment complies with Occupational Health and Safety Act of 1993 and Built environment related regulations and prescripts in the Health Care environment.

ENQUIRIES : Mr C Badenhorst/Mr S Reichert Tel No: (021) 830-3752/3768

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 compliance with the requirements, including the academic qualification, as prescribed by the relevant professional council for registration in the applicable professional category; proof of application for registration as a Professional Engineer with ECSA and proof of payment of the prescribed registration fees to the council are submitted on or before the day of the interview." Appointment is subject to compulsory (actual) registration within six (6) calendar months after appointment."

POST 42/485 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (PRIMARY HEALTH CARE)**
Overberg District

SALARY : R571 161 per annum

CENTRE : Swellendam 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 as a Professional Nurse. A post basic qualification, with a duration of at least a one-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 in the South African Nursing Council as a Professional Nurse. (This dispensation is only appliable for the post of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting. Competencies (knowledge/skills): Good communication skills (written and verbal). Ability to function/make decisions independently an as part of a multi-disciplinary team. Good interpersonal relations, exceptional leadership and conflict resolution skills. -Knowledge of all relevant public service regulations and policies. Understand the District

Health System. Experience in Primary care and statistical data. Understanding public/ private partnerships. Good psychosocial, health assessment, planning, organisational and training skills -Appropriate knowledge of mental health, rehab, eyecare, infectious and HIV/AIDS/STI/TB, Chronic Conditions and community-based services. Computer literacy (MS Word, Excel and PowerPoint). Experience in Health programmes (women's health, child health, mental health, chronic diseases, infectious diseases, community-based services).

DUTIES : Ensure implementation, coordination, governance, monitoring and evaluation of the District Chronic, rehab, eyecare, mental and HAST health services and strategies. Support the implementation of Mental health, rehab, eye care, chronic health, infectious and HIV/AIDS/STI/TB services, establish linkages with integrated management of conditions and life stages. -Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programmed goals and targets including the collection, validation and interpretation of statistical data. -Involvement in training/capacity building programmed to develop skills and roll out training to support implementation and provision of services related to chronic, rehab, eyecare, mental, infections and HAST. Effective implementation of appropriate projects to improve the integrated primary health care services in the sub-district.

ENQUIRIES : Ms GJ van der Westhuizen Tel No: (028) 514-8418

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

POST 42/486 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Central Karoo District

SALARY : R571 161 per annum, (Plus non pensionable rural allowance of 12% of your annual basic salary).

CENTRE : Laingsburg 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 a Professional Nurse. Experience: A minimum of 7 years appropriate / recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to perform overtime, after-hour and weekend standby duties for the hospital. Willingness to relief the Assistant Manager Nursing and Operational Managers when needed. Competencies (knowledge/skills): Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Manage the clinical services and rostering of staff. Responsible for planning, managing, coordinating and maintaining an optimal quality Nursing Service as an Operational Manager in a hospital setting. Participative management and utilization of Human Resources, to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources, consumables and equipment of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service Department and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr G Samuels Tel No: (023) 814 - 2015

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 42/487 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2**
Chief Directorate: Metro Health Services

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

CENTRE : Nomzamo CDC, Khayelitsha Eastern Sub-structure

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 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 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 periods referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification or post-graduate diploma in relevant specialty. Inherent requirement of the job: Valid driver's licence. Willingness to work overtime when necessary. Willingness to provide outreach services. Competencies (knowledge/skills): Knowledge of procedures relating to nursing education, training and of basic post basic nursing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.

DUTIES : Provide and perform clinical nursing practice in accordance with the scope of practice and nursing standards for PHC services. Plan and implement Health Promotion and Prevention activities. Link with community structures and NPO's. Collect data and submit reports on or before time. Assist with managing human and equipment resources. Ensure an effective administrative service. Facilitate clinical teaching, training and health education. Provision of effective clinical services. Participate in research activities.

ENQUIRIES : Ms P Langa Tel No: (021) 818-0657

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification or post-graduate diploma in the relevant specialty. 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 42/488 : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALTY: TRAUMA AND EMERGENCIES)**
Chief Directorate: Metro Health Services

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

CENTRE : Mitchells Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683 plus R254) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or 4-year Bachelor Degree in Nursing (R174) or equivalent qualification (R683 plus R1497 or R171 plus R1497) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post graduate diploma (R635) accredited in Emergency Nursing or Critical Care Nursing (Adult). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognizable experience in nursing after registration as 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, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).

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

ENQUIRIES : Mr R Geswindt Tel No: (021) 377- 4410

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time registration in the post-basic qualification or Post Graduate Diploma accredited with the SANC in the relevant speciality.

POST 42/489 : **ASSISTANT DIRECTOR: FINANCE**
Garden Route District

SALARY : R487 197 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF Level 6 or equivalent). Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirement of the job: Willingness to work after-hours when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to meet need and to recognize and respond to problematic matters. Good system management skills. Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to work independently and part of a team. Practical workable knowledge of Logis and BAS.

DUTIES : Develop and maintain an effective, efficient and economic supply chain management administration and service. Manage efficient control of expenditure in accordance with the approved institutional budget. Develop and maintain an effective, efficient and economic patient administration, revenue and patient record service. Manage subordinates within components. Provide support with regards to contract management in the Sub-district.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203 - 7204

NOTE : No payment of any kind is required when applying for this post. Short listed candidates will be subject to competency testing.

POST 42/490 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (LATE LIFE COURSE)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R487 197 per annum

CENTRE : Service Priorities Coordination

REQUIREMENTS : Minimum educational qualification: A health-related qualification at NQF Level 7 that allows registration with the Health Professions Council of South Africa (HPCSA), the South African Nursing Council (SANC), or the South African Pharmacy Council (SAPC). Experience: Appropriate experience in public health management/programme development. Appropriate experience in community or primary health care services and management thereof. Inherent requirements of the job: Valid drivers' license. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Analytical and problem-solving skills. Computer literacy. Good written and communication skills. Edit LibraryX Knowledge and application of regulations, policies,

procedures and indicators relevant to health programmes. Project management skills. Understanding of the District Health System.

DUTIES : Assess and evaluate public health programs as required, focusing on implementation status, service quality, program outcomes, and disease burden implications. Edit LibraryX Develop and adapt policies, guidelines, and tools for planning, implementing and monitoring of a provincial public health programmes / intervention. Manage and coordinate priority public health programmes and interventions. Participate as key member of the Service Priorities Coordination team and or Project teams to give effect to health system responses as required. Produce quarterly reports and annual reviews of health programmes. Support and oversee the implementation of public health programme policy and strategies at the provincial level.

ENQUIRIES : Mr JA Julies Tel No: (021) 815-8682

NOTE : No payment of any kind is required when applying for this post. Candidates may undergo a Competency Based Assessment. Candidates will be subjected to a written/practical and oral assessment.

POST 42/491 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (CARDIAC, ENDOSCOPY, TORAX)**
Directorate: Supply Chain Sourcing

SALARY : R413 001 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience and understanding of procuring consumables, services and equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Report-writing. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Attention to detail. Good organisational skills. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication. Knowledge of the PFMA, National Treasury Regulations and Preferential Procurement Regulations.

DUTIES : Facilitate the demand management process for a specific clinical commodity. Facilitate the acquisition management process for a specific clinical commodity. Manage contracts for specific clinical commodity. Governance: Provide support in the development, implementation and review of SCM policies and practices. SCM Information Management.

ENQUIRIES : Mr J September Tel No: (021) 834-9020 or email: Jeremy.September@westerncape.gov.za

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

POST 42/492 : **CHIEF INDUSTRIAL TECHNICIAN**
Chief Directorate: Emergency Clinical and Services Support

SALARY : R413 001 per annum

CENTRE : Observatory Forensic Pathology Institute

REQUIREMENTS : Minimum educational qualification: National Diploma in Mechanical or Mechatronics Engineering (T-stream) (or equivalent qualification). Experience: Appropriate experience in refrigeration, air conditioning and heavy current electrical systems. Appropriate experience in repair and maintenance of electrical and mechanical equipment. Appropriate experience in automation and automated guided systems. Appropriate experience in managing, planning and organising maintenance schedules on equipment. Appropriate experience in building maintenance and management systems. Appropriate service level agreement contract management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Ability to work standby duties and handle after-hour callouts. Competencies (knowledge/skills): Knowledge of building regulations in line with relevant legislation. Knowledge of electrical regulations and prescripts. Understanding Health Infrastructure and equipment needs. Knowledge of legal, financial and procurement prescripts. Knowledge of what constitutes acceptable performance. Knowledge of procurement procedures and tender regulations. Knowledge of departmental norms and standards implementations and specifications compatible with international standards. In depth knowledge of mechanical, electrical and building trades. Technical expertise in health and facility maintenance. Ability to communicate clearly and discreetly in person and in writing. Above average computer and software skills with smart tech such as automated guided systems comprising of maintenance and management systems. Financial planning, budgeting and financial

monitoring skills. Ability to deliver specifications timeously. Ability to prepare comprehensive specifications for repairs and renovations. Ability to compile technical specifications for equipment and adhere to all legal requirements, protocols and procedures. Ability to provide clarity surrounding projects and work-related issues attainted/ maintained. Ability to fault-find and repair equipment. Ability to apply electrical, mechanical and building trades. Compliance with OHS Act of 1993 and it's relevant regulations, NOSA, Safety Health and Environment (SHE) standards, Manufacturers' standards and benchmarking against best practice.

DUTIES : Effective related administrative duties in a structured manner. Effective control of scheduled services to OFPI. Provide and maintain technical back-up/ support to OFPI. Effective management of Building Management System (BMS) which includes quality electrical, mechanical and any other building services to the OFPI.

ENQUIRIES : Mr AR White, email: Andrew.White@westerncape.gov.za

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. Candidates will be subjected to security clearance prior to appointment.

POST 42/493 : **SENIOR PERSONNEL PRACTITIONER: PM (HR PLANNING, ESTABLISHMENTS AND SPMS)**
Overberg District

SALARY : R413 001 per annum

CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent in a Human Resource-related field. Experience: Appropriate experience in HR Planning, Establishment Administration, Recruitment & Selection Administration, and Performance Management. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to travel and essential skills to do after hour's work. Competencies (knowledge/skills): Ability to communicate effectively. Leadership capabilities, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Ability to manage conflict and function under pressure. The ability to analyse, interpret and apply legislation, policies and prescripts.

DUTIES : Responsible for HR Planning, Establishment Control, and Compensation management within the District and conduct training in this regard. Assist with Recruitment and Selection, Advertising of posts, DOTS Verifications, Pay Progressions, Grade Progressions, Salary Determination in respect of different OSD and non-OSD categories. -Responsible for the Staff Performance Management System process in the District and Permis training in Sub Districts and acts as helpdesk for Permis. Assist the Pre-and Formal Moderating Committees with strategic overview of the performance management process. -Give support and guidance to the institutions in the District regarding the HR Planning process Responsible for the administration of staff establishment within the parameters of the approved post structure, i.e. the creation/ abolishment of posts, the Approved Post List and the HF2 process. Responsible for the investigation of grievances/disputes linked to recruitment and selection and performance management Serve as nodal point for maintaining and reporting on integrated HR Information and provide input to the District Health Plan. Effective supervision and development of sub ordinates and provision of a general support service to supervisor and colleagues.

ENQUIRIES : Mr E Sass Tel No: (028) 214-5805

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

POST 42/494 : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**
Chief Directorate: Rural Health Services

SALARY : R413 001 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF Level 6 or equivalent). Experience: Appropriate experience in Labour Relations and Human Resource Development. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resource Development and Training standards,

prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. High level of computer skills in MS Office (i.e., Word, Excel, PowerPoint, Outlook and PERSAL).

DUTIES : Administer grievance and disciplinary cases and maintain a database to generate monthly reports for Labour Relations and all training interventions. Assist in the development, implementation and evaluation of the Workplace Skills Plan (WSP). Effective and efficient support to supervisor and Hospital management and represent the Hospital at the relevant platforms. Consult and advise Management on all Labour Relations and Human Resource Development and Training policies, procedures and interventions. Co-ordinate the administration internship programmes and assist with recruitment & selection at the Institution. Co-ordinate the management of the Skills Development Committee as well as the Institutional Management and Labour Committee.

ENQUIRIES : Ms B Ntshingila Tel No: (044) 802-4365

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

POST 42/495 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION) (OUTPATIENT)**

SALARY : R413 001 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: An appropriate National Diploma (NQF 6) or equivalent. Experience: Appropriate experience in a Patient Administration environment including Hospital Information Systems. Appropriate supervisory experience. Competencies (knowledge/skills): Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS (Clinicom/AR) Finance Instructions, PFMA and Treasury Instructions. Computer literacy (MS Word, Excel, Outlook, Powerpoint). Good Interpersonal and Labour Relations abilities. Good Managing Skills. Knowledge of Budget.

DUTIES : Management and control of Fees Patient Administration department (Out-patient administration functions). Ensure all Billing procedures are completed in line with Revenue Generated projects. Monitor all Cash Collection reports. Ensure all Patient Administration procedures as per Hospital Fees Manual and Financial Instructions is maintained. Manage Revenue Targets. Interpretation and application of directives and policies.

ENQUIRIES : Mr TJ Langenhoven Tel No: (021) 404-2358

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.

POST 42/496 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
West Coast District

SALARY : R338 106 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management (warehouse and asset management) and Finance processes. Appropriate working experience in LOGIS system & EPS. Inherent requirements of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power point) Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, Accounting Officer System and Delegations. Good leadership abilities. The ability to meet deadlines and complete tasks under extreme pressure.

DUTIES : Effective management of the supply chain component. The effective management of Human Resources in the Supply chain component. Efficient support to the supervisor. Audit Compliance in SCM section.

ENQUIRIES : Ms. CA Davids Tel No: (027) 213- 2038

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment.

POST 42/497 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: WELLNESS/COPC)**
Cape Winelands Health District

SALARY : Grade 1: R337 359 per annum
Grade 2: R411 978 per annum
Grade 3: R495 423 per annum

CENTRE : TC Newman CDC, Drakenstein Sub-district (Dalvale)

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification (R683) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 4-year bachelor's degree in nursing (R174) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. OR A 3-year Diploma in Nursing (R171) that allows registration with the South African Nursing Council (SANC) AS A General Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** None after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1 000 days. Excellent planning and organizational skills in Community Health Care program and services. Computer literate in Microsoft office programs. Verbal and written communication skills.

DUTIES : External interface management planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organizational linkages and partnerships with outside stakeholders, sector, departments, NGO's and community structures. Lead and co-ordinate scheduled wellness activities for men, woman, adolescents, and youth with the focus on the 1st 1 000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with the focus on Western Cape Wellness (WOW) to support integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Coordinate and support collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms J Bosch Tel No: (021) 862-4520

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. 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 42/498 : **EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X3 POSTS)**
Chief Directorate: People Management

SALARY : Grade 1: R334 227 per annum
Grade 2: R413 199 per annum
Grade 3: R506 496 per annum
Grade 4: R593 079 per annum

CENTRE : Western Cape Government College of Emergency Care

REQUIREMENTS : Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). **Grade 4:** Successful

completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA). Grade 2: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic with CCA or NDIP. Grade 3: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Grade 4: Registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic (CCA or NDIP) or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 Years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with a National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code B driver's license. Physical and mental fitness Bachelor's Degree in Emergency Medical Care (BEMC) or BTech EMC. Competencies (knowledge/skills): Proficient in MS Word, Excel, PowerPoint. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work within a team in Higher Education Institution.

DUTIES : Provide effective and efficient teaching on NQF 5 and above health sciences programmes. Ensure adherence to institutional policies and procedures. Perform front-line shifts with students and other clinical duties. Teach across clinical training programmes where required.

ENQUIRIES : Dr R Cermak Tel No: (021) 938-4116

NOTE : No payment of any kind is required when applying for this post. Obtaining of Code C1 driver's license with PrDP will be required during the probationary period. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. 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 42/499 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH POST)**
Garden Route District

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Mossel Bay PHC Support and Outreach, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professional Council of South Africa (HPCSA) as Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform

Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel in the sub-district. The incumbent is expected to consult with patients at different facilities in the Sub-District. Competencies (knowledge/skills): Good interpersonal, planning and organizational skills. Computer literacy (MS Office). Appropriate knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multidisciplinary team.

DUTIES : Provide quality care to patients in the Mossel Bay Sub-District including Mossel Bay Hospital and surrounding clinics and healthcare facilities. Actively participate in skills transfer, training and academic opportunities relevant to the post. Administrative duties and referral to secondary hospitals. To render a clinical occupational therapy service at district hospital and PHC level. Provide health promotion and render mobility assistive device service. Appropriate financial and administrative management and Professional ethics. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 - 6101

NOTE : 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 health professionals who apply for the first time registration as Occupational Therapist with the relevant council (including individuals who must apply for change in registration status).

POST 42/500 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3 (5/8TH)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Western Cape Rehabilitation Centre

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform community service, as required in South Africa Inherent requirements of the job: Valid Code driver's licence. Willingness to travel between Western Cape Rehabilitation Centre and Brackengate Transitional Care Facility to provide support when operationally required. Competencies (knowledge/skills): Therapeutic knowledge and skills in the management of clients with neurological deficits and other medical conditions. Ability to be flexible and innovative in response to differing client needs and work within the MDT/IDT. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Appropriate experience working with people with complex and varied conditions as an Occupational therapist in a healthcare setting. Computer literacy in MS Office.

DUTIES : Provision of Occupational Therapy services in the field of specialised rehabilitation. Provision of seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures / persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students

ENQUIRIES : Ms C van Genderen Tel No: (021) 370 2441

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

POST 42/501 : **DIETICIAN GRADE 1 TO 3 (5/8TH)**
Garden Route District

SALARY : Grade 1: R258 201 per annum
Grade 2: R301 563 per annum
Grade 3: R353 013 per annum

CENTRE : Mossel Bay PHC Support and Outreach, Mossel Bay Sub-district

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dietician. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: **Grade 1:** None after registration with HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietician in respect of RSA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Dietician in respect of RSA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician 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). The incumbent is expected to consult with patients at different facilities in the Sub-District. Competencies (knowledge/skills): Good interpersonal, planning and organizational skills. Computer literacy (MS Office). Appropriate knowledge of applicable health legislation, relevant acts and policies. Ability to adapt and work efficiently in a resource-constrained environment and as part of a multidisciplinary team.

DUTIES : Provide quality care to patients in the Mossel Bay Sub-District including Mossel Bay Hospital and surrounding clinics and healthcare facilities. Actively participate in skills transfer, training and academic opportunities relevant to the post. Administrative duties and referral to secondary hospitals. To render a clinical dietician service at district hospital and PHC level. Provide health promotion and support the mother and baby friendly initiative. Appropriate financial and administrative management and Professional ethics. Provide relevant relief duty in absence of a peer colleague and provide support to supervisor.

ENQUIRIES : Dr JB van Jaarsveld Tel No: (044) 604 -6101

NOTE : 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 on health professionals who apply for the first time registration as a Dietician with the relevant council (including individuals who must apply for change in registration status).

POST 42/502 : **ADMINISTRATION CLERK: FINANCE/ADMIN (DEBT AND BOOKKEEPING ADMINISTRATION)**
Directorate: Financial Accounting

SALARY : R237 453 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : 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 BAS systems and working in a Debt & Bookkeeping Administration environment. Competencies (knowledge/skills): Computer literacy in Microsoft applications (MS Word and Excel). Good interpersonal relations, communication and organizational skills. Ability to perform routine tasks. Knowledge of the Basic Accounting System (BAS). Knowledge of Clearing of Assets and Liability ledger/suspense/control accounts. Knowledge of Debt Management. Knowledge of financial transactions in asset and liability accounts. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations. Excellent written and verbal communication skills.

DUTIES : Ensure the clearing of suspense/ledger/control accounts monthly. Ensure that debts are registered and accounted for. Ensure new debt files are taken on and followed up adequately. Provide/compile inputs (stats) for In Year Monitoring (IYM), Quarterly Debt Reporting, Interim Financial Statements (IFS) and Annual Financial Statements (AFS). Request, analyse, and interpret financial data to support informed financial decision-making. Ensuring Petty Cash is managed effectively. Ensure effective document control. Provide debt management, bookkeeping, personnel administration, and clerical support services within the component.

ENQUIRIES : Mr JK Ntlokwana Tel No: (021) 483-0380

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

POST 42/503 : **ADMINISTRATION CLERK: FINANCE/ADMIN (X2 POSTS)**

SALARY : R237 453 per annum

CENTRE : Western Cape College of Nursing, Premises of Stikland Hospital

REQUIREMENTS : 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 experience in Revenue, Debtors' management, Administration of petty cash and Ledger account maintenance is required. Appropriate experience in financial and expenditure management. Competencies (knowledge/skills): Computer literacy (MS Office Package: Excel, Word and PowerPoint). Working knowledge of and the ability to interpret and apply the Public Finance Management Act (PFMA), Treasury Regulations and Instructions, and Departmental Financial and Revenue related prescripts. Working knowledge of computerized Financial Systems (BAS and Logis) related to Assets & Liabilities accounts, Debts, Revenue payments and Standard Chart of Accounts (SCOA). Planning and organizational skills and an aptitude for accurate mathematical calculations to compile reports and submissions.

DUTIES : Compile, verify and process payments on the BAS and LOGIS systems, and reconcile supplier statements. Revenue management (including receipting, safekeeping and banking of State monies and capturing on BAS). Clearing of Asset and Liabilities accounts (including interpreting of reports, compiling FINN448, compiling and processing of journals). Administration of Debts (including liaising with Debtors and relevant stakeholders, administration and recovery of Debt accounts according to prescripts). Administration of Petty Cash. Administration of College Council Funds. Assistance with Year-end and In-Year Monitoring and monthly reporting and compliance controls.

ENQUIRIES : Mr GC Rudolph Tel No: (021) 831-5847

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and competency test as part of the interview process.

POST 42/504 : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Khayelitsha CHC, Khayelitsha Eastern Sub-structure

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Patient Administration, including the PHCIS System. Inherent requirement of the job: Prepared to work 12-hour shift (including night duty, weekends, public holidays and overtime). Competencies (knowledge/skills): Sound interpersonal and communication skills. Computer literacy. Ability to accept accountability, responsibility, work independently. Ability to function and participate actively in a group.

DUTIES : Admit and update client information, schedule and maintain appointments, register clients on appropriate systems. Timeous collection, capturing folder data and management of data, head counts and TB service using appropriate data collecting systems. Record keeping, compiling of new folders, filing and retrieving folders, tracing of old folders, archiving and destruction of old folders. Ensure proper management of folders at reception areas and schedule appointments (new, follow-up and operations) on the system. Correct patient assessment and accurate data recording. General administrative duties and perform relief duties. Support to Supervisor/Managers.

ENQUIRIES : Ms Z Mtshali-Luthuli Tel No: (021) 360-5209

NOTE : 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.

POST 42/505 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R237 453 per annum

CENTRE : Metro TB Hospital Complex

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience within a support services environment. Inherent requirements of the job: Valid driver's licence (Code B/C). Willingness to travel and work overtime when required due to operational needs. Competencies (knowledge/skills): Computer literacy (Word and Excel). Ability to accept accountability and responsibility, and to work independently and unsupervised.

DUTIES : To perform all the tasks necessary to ensure an effective and efficient transport service to the hospital. Ensure that vehicles are serviced as prescribed by the relevant OEM. Ensuring that all records in connection with the fleet are properly completed, checked regularly, monitored and submitted in accordance with instructions. All instructions in connection with the use, operation and maintenance of vehicles are compiled with, as prescribed in the GMT Handbook (Version 1 of 2019) and that all other prescripts are distributed within their department. Random spot checks of transport logs to identify discrepancies of the usage of GG vehicles.

ENQUIRIES : Mr C Dilgee Tel No: (021) 713-7621

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

POST 42/506 : **STAFF NURSE GRADE 1 TO 3**
Garden Route District

SALARY : Grade 1: R229 440 per annum
Grade 2: R272 778 per annum
Grade 3: R319 071 per annum

CENTRE : Uniondale Hospital

REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years' appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime, shifts, night duty, including weekends and public holidays. Willingness to rotate to other wards in the hospital when needed. Competencies (knowledge/skills): Good communication and interpersonal relationships. Self- discipline and motivation. Ability to work in a team across the service platforms.

DUTIES : Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self- development. Take actions to improve quality of nursing care. Participate in infection prevention and control.

ENQUIRIES : Mr R Lewis-Peters Tel No: (044) 814 - 1117

NOTE : No payment of any kind is required when applying for this post. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery.

POST 42/507 : **DENTAL ASSISTANT GRADE 1 TO 2**
Overberg District

SALARY : Grade 1: R225 777 per annum
Grade 2: R262 953 per annum

CENTRE : Swellendam and Cape Agulhas PHC (stationed at Bredasdorp Clinic)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification or prescribed in-service training (with duration of less than 2years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Registration with the HPCSA as a Dental Assistant. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Inherent requirement of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/skills): Basic computer skills. Knowledge of patient preparations and dental instruments. Knowledge of National Oral Health Policy, National Norms, Standards and Practice. Guidelines for Primary Oral Health Care, Occupational Health and Safety Act of 1993 and its relevant regulations.

DUTIES : Clinical assistance: Optimal assistance with dental treatment at Oral health facilities. Admin functions: Efficient and effective management of clinic, statistics and stock. Ensure quality of care and maintaining IPC within the oral health department. Participate in training and maintain professional growth and self-development.

ENQUIRIES : Dr A Lategan Tel No: (028) 5148-450

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status. "It should be noted that advertised posts are linked to the Institution/ Facility that forms part of the Ecosystem Service platform. Upon appointment, incumbents will be expected to render clinical services across institutions in the Ecosystem, as needed to sustain health service delivery."

POST 42/508 : **LIBRARIAN ASSISTANT (X2 POSTS)**
Western Cape College of Nursing

SALARY : R201 093 per annum

CENTRE : Southern Cape Karoo Campus (stationed in George) (X1 Post)
Metro Campus (Stationed in Athlone) (X1 Post)

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate (or equivalent) qualification. Experience: Appropriate experience in a library or computer laboratory. Appropriate experience with library management systems and circulation services. Competencies (knowledge/skills): Computer literacy, including Microsoft Office applications and online information resources. Ability to assist users with printing, scanning, photocopying and basic troubleshooting of library technology. Good administrative and record-keeping skills. Excellent interpersonal, customer service and communication skills. Ability to work independently and as part of a team. Ability to maintain confidentiality and apply policies and procedures consistently. Good verbal and written communication skills.

DUTIES	:	Customer Service and Library Support: Provide friendly, professional frontline services. Assist users in locating print and electronic resources. Promote library services and resources and participate in shift work and service point rotations as required. Circulation Services: Maintain patron records. Process loans, returns, renewals, reservations and holds and maintain accurate circulation records and reports. Collection Management: Shelve and shelf-read library materials according to established classification systems. Assist with stocktaking, inventory control and collection maintenance and identify and report damaged or missing items. Collection Management: Shelve and shelf-read library materials according to established classification systems. Assist with stocktaking, inventory control and collection maintenance and identify and report damaged or missing items. Academic and Digital Support: Assist users with accessing electronic resources, databases and online learning materials and support information literacy, referencing, orientation and library training activities. Administrative and Operational Support: Perform data capturing, filing, record-keeping and basic financial administration where required and maintain a clean, organised and welcoming library environment. Adhere to library policies, procedures, copyright requirements and relevant legislation.
ENQUIRIES	:	Ms N Vajat Tel No: (021) 684-1204/1205
NOTE	:	No payment of any kind is required when applying for this post.

POST 42/509	:	**NURSING ASSISTANT GRADE 1 TO 3** Central Karoo District
SALARY	:	Grade 1: R181 230 per annum Grade 2: R211 401 per annum Grade 3: R249 141 per annum
CENTRE	:	Nelspoort Hospital
REQUIREMENTS	:	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, after-hours, night duty and weekend. Willingness to rotate to other wards in the hospital. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
DUTIES	:	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.
ENQUIRIES	:	Ms S Frieslaar Tel No: (023) 418 - 2369
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.