

**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.*

**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.

**OTHER POSTS**

**POST 33/318** : **MANAGER: MEDICAL SERVICES GRADE 1 TO 3**

**SALARY** : Grade 1: R1 348 635 per annum  
Grade 2: R1 538 967 per annum  
Grade 3: R1 730 937 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 the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and managerial experience regarding managing Clinical Services; Human Resource and Financial Resource Management. Knowledge of health delivery systems, policies and applicable legislation, governing resource allocations. Applicable and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Understanding of quality improvement methods and understanding of proposed national quality system. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information.

**DUTIES** : Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care. Facilitate and own improvement projects relating to technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning and governed clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Facilitate platform for teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments.

**ENQUIRIES** : Dr J Punwasi, Tel No: (021) 404 6288

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 30 September 2024

**POST 33/319** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**

**SALARY** : R974 493 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Knysna Hospital  
Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current registration with the SANC.

Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel. Willingness to deal with after-hours calls. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Ability to communicate effectively (both written and verbal). Good organisational, interpersonal, creative problem solving and research skills. Basic knowledge and experience in office administration, financial and procurement administration.

**DUTIES** : Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Ensure efficient financial planning, control, and the effective use of all resources. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures, and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain, and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Overall management of Nursing Services (Operational, Human Resources, and Finances).

**ENQUIRIES** : Dr A Brink Tel No: (044) 302 8400

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Deputy Manager Nursing posts within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 30 September 2024

**POST 33/320** : **REGISTRAR (MEDICAL) (INTERNAL MEDICINE) (X4 POSTS)**  
(4 Year Contract)

**SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Groote Schuur Hospital (3 posts), Mitchells Plain District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the profession council: Registration with the HPCSA as a Medical Practitioner. Inherent requirement of the job: A valid (code B/EB) driver's licence. Willingness to work overtime. Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies & FPS Techniques. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. CMSA Diploma in Internal Medicine. Experience post community service in a clinical platform. Previous research experience and publication. Valid ACLS Certificate. FCP part one or CMSA Diploma in Internal Medicine.

**DUTIES** : Clinical service provision. Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). Effective Clinical Administration in patient records and patient reports.

**ENQUIRIES** : Prof M Setshedi Tel No: (021) 406 6422

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. 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 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist

positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. \*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 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). 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."

- CLOSING DATE** : 30 September 2024
- POST 33/321** : **MEDICAL OFFICER GRADE 1 TO 3 (STAFF/OCCUPATIONAL HEALTH CLINIC)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Office of the Chief Director: Metro Health Services  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office). Knowledge of Health risk management (HRA, Occ. Hygiene report assessment) Knowledge of Medical Adjudication (return to work medicals) and District Health services. Post Graduate Diploma in Occupational Health (DOH) as an advantage.
- DUTIES** : Establish, manage Occupational Health service and Monitoring and evaluation of all occupational illnesses and injuries Hazard identification and risk management and Workplace Health Risk Assessments (HRA) and development of occupational risk exposure profiles. Policy Review, Formulation, Maintenance and Disseminate policies and procedures to enhance the safety of staff in the institute. OHS Services management, administration, and Governance of management structures. Provide occupational health technical input on procurement, education and training within areas of control, develop staff literacy on occupational Health and Safety principles, practices and guidelines within the district and the facilities. Documentation, Data management and reporting.
- ENQUIRIES APPLICATIONS** : Dr H Mahomed Tel No: (021) 815-8697  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

- 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 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. The pool of applicants will be considered for other vacant Medical Officer (OHS) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
- CLOSING DATE** : 30 September 2024
- POST 33/322** : **MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum  
(A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Victoria Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to travel throughout the district. Commuted overtime contract is compulsory, as well as ability to work after-hours. Competencies (knowledge/skills): Appropriate experience in Internal medicine. Good communication skills. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
- DUTIES** : Provision of basic primary and secondary level general medical clinical patient care in Victoria Hospital. This includes patients assessing and managing patients in the various parts of the hospital including the Emergency unit, medical wards, high care and intensive care unit and outpatient's department. Assisting with stress ECG's when this service becomes available. Assisting with the teaching commitments of the Department of Medicine. This includes the supervision of interns, medical students and elective students within the department of medicine. Administrative duties in the Department as they arise e.g. rosters, mortality and morbidity meetings, improvement projections. After hours provision of patient care in the department of medicine.
- ENQUIRIES** : Dr C Cupido Tel No: (021) 799-1163
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : 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 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

pool of candidates will be considered for other vacant Medical Officer (Internal Medicine) posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE**

:

30 September 2024

**POST 33/323**

:

**OPERATIONAL MANAGER NURSING (SPECIALTY AREA: OPERATING THEATRE AND CSSD)**

Cape Winelands Health Services

**SALARY**

:

R656 964 per annum

**CENTRE**

:

Stellenbosch Hospital

**REQUIREMENTS**

:

Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with the professions council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate /recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the theatre after obtaining the 1-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to work shifts, night duty, overtime, weekends and public holidays when necessary. Willingness to perform relief duties and be on standby for the hospital after hours and on weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good interpersonal, leadership, decision making, conflict resolution skills and organizational skills. Excellent communication skills.

**DUTIES**

:

Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in a theatre and sterilizing services in a CSSD. Effective management and utilization of human and financial resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

:

Ms. RZ De Silva Tel No: (021) 808-6153

**APPLICATIONS**

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Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

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

**CLOSING DATE**

:

30 September 2024

**POST 33/324**

:

**OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

Garden Route District

**SALARY**

:

R656 964 per annum

**CENTRE**

:

Uniondale CC, (Haarlem and surrounding clinics)

**REQUIREMENTS**

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Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Curative Skills in Primary Health Care (R48). Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Information Management with regard to PHC indicators.

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| <b><u>DUTIES</u></b>                     | : | Quality Assurance knowledge. COPC Principles and implementation. Legislation of Ideal clinic and Office of Health standards and compliance. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management regarding data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Ms MFJ Marthinus, Tel No: (044) 814-1100   |
| <b><u>NOTE</u></b>                       | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")  |
| <b><u>CLOSING DATE</u></b>               | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment   |
| <b><u>POST 33/325</u></b>                | : | 30 September 2024  |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | <b><u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u></b>  |
| <b><u>DUTIES</u></b>                     | : | Grade 1: R605 550 per annum<br>Tygerberg Hospital, Parow Valley<br>Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: After hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.   |
| <b><u>NOTE</u></b>                       | : | Prof J Carr, tel. no. (021) 938-5500 / <a href="mailto:jcarr@sun.ac.za">jcarr@sun.ac.za</a>  |
| <b><u>CLOSING DATE</u></b>               | : | Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")  |
| <b><u>POST 33/326</u></b>                | : | No payment of any kind is required is required when applying for the post.   |
| <b><u>SALARY</u></b>                     | : | 30 September 2024  |
| <b><u>CENTRE REQUIREMENTS</u></b>        | : | <b><u>RADIOGRAPHER (ULTRASOUND): GRADE 1 TO 3</u></b>  |
| <b><u>DUTIES</u></b>                     | : | Grade 1: R465 645 per annum<br>Grade 2: R545 262 per annum<br>Grade 3: R641 436 per annum<br>Groote Schuur Hospital, Observatory   |
| <b><u>ENQUIRIES APPLICATIONS</u></b>     | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with the Health Professions Council: Registration with Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Experience: <b>Grade 1:</b> 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. <b>Grade 2:</b> 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. 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. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. 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.

**DUTIES** : Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynaecology, musculoskeletal and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Maintain clinical, professional, and ethical standards. Provide quality patient-centered care to all patients. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality.

**ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**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)".

**CLOSING DATE** : 30 September 2024

**POST 33/327** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING) (X2 POSTS)**

Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R451 533 per annum

Grade 2: R 553 545 per annum

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. 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 a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the specialty. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. Knowledge

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|                            |   | 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. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.   |
| <b><u>DUTIES</u></b>       | : | Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.  |
| <b><u>ENQUIRIES</u></b>    | : | Ms T Nqwede, Tel No: (021) 659-4952  |
| <b><u>APPLICATIONS</u></b> | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").  |
| <b><u>NOTE</u></b>         | : | No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration 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: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing.-Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants for the post of Professional Nurse: Specialty will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.   |
| <b><u>CLOSING DATE</u></b> | : | 30 September 2024  |
| <b><u>POST 33/328</u></b>  | : | <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MOU) (X4 POSTS)</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>       | : | Grade 1: R451 533 per annum<br>Grade 2: R553 545 per annum   |
| <b><u>CENTRE</u></b>       | : | Bishop Lavis CHC (MOU) (X2 Posts)<br>Elsies River CHC (MOU) (X2 Posts)   |
| <b><u>REQUIREMENTS</u></b> | : | Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwife. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing and Midwife. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the Advanced Midwifery and Neonatal Nursing Science. Competencies (knowledge/skills): Good interpersonal, leadership skills and computer Literacy (MS Word & Excel). Ability to direct the team to ensure quality holistic health care and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines. Valid (Code B/EB) driver's licence. Willingness to assist at other centres including weekends, or extended hours if needed. Ability to perform additional services for service delivery needs. |
| <b><u>DUTIES</u></b>       | : | (key result areas/outputs): Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the   |



Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality assurance, Infection Control and Prevention & Occupational Health & Safety within the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.

- ENQUIRIES** : Ms PA Ngcaba Tel No: (021) 934-6050 – Bishop Lavis CHC  
Ms JJ Heunis, Tel No: (021) 931-0211 – Elsie's River CHC
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. 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)". The pool of applicants will be considered for other vacant Professional Nurse: Speciality (MOU: Nursing) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/329** : **ASSISTANT DIRECTOR: FINANCE (ADMINISTRATION AND SCM)**  
Chief Directorate: Rural Health Services
- SALARY** : R444 036 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Financial Administration and Supply Chain Management. Appropriate experience in management and supervisory experience. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Strong managerial, leadership and interpretation skills, with regards to policies and finance instructions. Complex problem-solving skills and decision-making skills. Sound knowledge of Finance & SCM procedures and audit compliance prescripts. Excellent Computer skills (Microsoft Office package), and practical workable knowledge of LOGIS and BAS or similar systems. Excellent interpersonal relations and communication skills.
- DUTIES** : Overall management of Finance and SCM components. Determine budget needs in respect of the FBU's and monitor, control and report expenditure and budget related issues. Analyse, interpret and report financial, budget deviations and trends. Manage demand and acquisition management, warehouse management, assets and disposals management and contract management. Maintain financial, procurement systems and develop an effective and efficient service. Ensure overall audit compliance. Plan, implement and maintain financial control and handle audit queries. Ensure effective Human Resource management of the component.
- ENQUIRIES** : Ms J Smith Tel No: (023) 348-1210  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 30 September 2024
- POST 33/330** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ADVANCED MIDWIFERY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
**CENTRE** : False Bay Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (ie. Diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic Nursing qualification in Advanced Midwifery, duration of at least 1 year and accredited with SANC. Registration with the Health Professions

Council: Registration with SANC as a Professional Nurse and Advanced Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in Nursing and Midwifery. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work after hours Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Word, Excel and Outlook). 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. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

**DUTIES** : Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal functions. Participation in training and research is essential. Assist with relief duties and partake in overall specialised area functions, i.e. team building. Organise a cost-effective service on a daily basis. Provide support to Supervisor and Management.

**ENQUIRIES** : Ms N.B. Tyutu Tel No: (021) 832-5206

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 30 September 2024

**POST 33/331** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING) (X2 POSTS)**

Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

**CENTRE** : Mowbray Maternity Hospital:

First Stage Labour (X1 Post)

Admissions (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. 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 a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the speciality. Inherent requirements of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/skills): Computer literacy. 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. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

**DUTIES** : Provide optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Assist in managing the utilization and supervision of all resources effectively. Assist in effective management and utilisation of human and financial resources to ensure optimal operational functions. To assist in the planning and co-ordination of training and research effectively Assist to organise a cost-effective service daily and provide support to supervisor and management.

**ENQUIRIES** : Ms T Nqwede Tel No: (021) 659-4952

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : 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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. The pool of applicants will be considered for similar vacant posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/332** : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X3 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Du Noon Community Health Centre and Vanguard Community Health Centre  
Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience:  
**Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing.  
**Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, GroupWise and Excel). Ability to facilitate and promote training. Analytical thinking, independent decision making and problem-solving skills.
- DUTIES** : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services i.e. relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.
- ENQUIRIES** : Mr K Welkom Tel No: (021) 695 8200 (Vanguard CHC), Mr S Bomvana Tel No: (021) 200 4500 (Du Noon CHC)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. “Candidates who are not

in possession of the stipulated registration 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 Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. The pool of applicants will be considered for other vacant Professional Nurse Specialty (Trauma and Emergency Care) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 30 September 2024
- POST 33/334** : **SPEECH THERAPIST GRADE 1 TO 3**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with the Health Professions Council: Current registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Ability to provide Speech Therapy services independently and as part of a team. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Comply with the National Core Standards requirements. Computer Literacy (MS Word, Excel and PowerPoint).
- DUTIES** : Assess and manage Speech, Language, and Swallowing fallouts in the adult and Paediatric Populations. Coordinate and manage the Speech Therapy department and services at a district level. Participate in Multidisciplinary Team discussions and departmental, hospital in-service and training programmes. Effective and efficient 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.
- ENQUIRIES** : Dr R. Ortel Tel No: (021) 918-173 or Ms F. Parker Tel No: (021) 918-1290
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- 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)". The pool of applicants will be considered for other vacant Speech Therapist posts within the Chief Director Metro Health

Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

- CLOSING DATE** : 30 September 2024
- POST 33/335** : **RADIOGRAPHER GRADE 1 TO 3**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 pe annum  
Grade 3: R514 785 per annum
- CENTRE** : False Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a (Independent practitioner) Diagnostic Radiographer. Experience: **Grade1:** None after registration with the HPSCA in Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** 10 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** 20 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Diagnostic Radiography 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: Will be required to work weekend shift and over-time. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Diagnostic Imaging techniques and equipment. Commitment to patient care and safety. Strong interpersonal and communication skills. Ability to work independently and as part of a multi-disciplinary team.
- DUTIES** : Produce diagnostic imaging of high-quality, while providing a patient centred Radiography service. Adhere to Radiation control guidelines and protocols. Provide optimal usage and care of equipment, adhere to Radiation Act and OHSA. Ensure optimal patient care and participate as part of a multidisciplinary team. Assist with effective and efficient administration of the Department. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the radiography department. Additional duties as required for service delivery. Provide support to Chief Radiographer.
- ENQUIRIES** : Dr J. Porter Tel No: (021) 832-5209/ Ms S. Bloch Tel No: (021) 832-5286.
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- 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)". Candidates will be subjected to a written/practical and oral assessment. The pool of candidates will be considered for other vacant Radiographer posts within the Chief Directorate: Metro Health Services for a period of 3 months.
- CLOSING DATE** : 30 September 2024
- POST 33/336** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT**  
Chief Directorate: Rural Health Services
- SALARY** : R376 413 per annum
- CENTRE** : Paarl Hospital

- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/ Degree in Human Resource Management or Labour Relations. 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. Excellent 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 and personnel/ salary administration at the Institution. Co-ordinate the management of the Skills Development Committee as well as the Institutional Management and Labour Committee.
- ENQUIRIES** : Mr RM Petersen Tel No: (021) 860 2516 or Ricardo.Petersen@westerncape.gov.za
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 September 2024
- POST 33/337** : **CHIEF PERSONNEL OFFICER**  
Directorate: People Management Planning and Practices (On the grounds of Karl Bremer Hospital, Parow)
- SALARY** : R376 413 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in People Management Administration. Appropriate supervisory experience. Inherent requirement of the job: Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of relevant Legislation and human resources practices and prescripts. In-depth knowledge and experience in all aspects of people management administration. Good interpersonal and conflict resolution skills. Good written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and PERSAL). Leadership, organization, creative, problem-solving and decision-making skills. Ability to function independently and within a team context. Ability to function under pressure and handle high work volume with strict deadlines.
- DUTIES** : Co-ordinate and supervise the human resources component, responsible for all HR and related matters of the Directorates Engineering and Technical Support Services, Health Technology and Facilities management. Implement and monitor the relevant policies, procedures, prescripts with regard to personnel, salary, pension, allowances and leave and administration in general as applicable in a human resource component including performance management and recruitment and selection. Responsible for the implementation approval and authorisation of all transactions on PERSAL. Ensure audit compliance in terms of AG requirements and perform sample audits. Provide guidance and assistance to employees, supervisors and management on all aspects of People (HR) Administration. Provide advice and support regarding Labour Relations matters to Institutional Management. Investigate grievances and assist with disputes at Institutions. Facilitate training at Institutions on HR matters.
- ENQUIRIES** : Ms A Swarts Tel No: (021) 918-1572
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 30 September 2024

**POST 33/338** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Southern/Western Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: An Appropriate three-year Degree/Diploma.  
Experience: Appropriate experience in Information Management in the public health environment. Appropriate experience in health-related Information Systems (e.g. SINJANI, DHIS). Appropriate experience in an Information Management supervisory role and monitoring and evaluation in health system.  
Inherent requirements of the job: Valid (Code B/EB) driver's license.  
Competencies (knowledge/skills): Computer Literacy (Microsoft Office) Advanced computer literacy, MS Office Package, Infographics and Excel. Sound knowledge of applicable IM policies. Thorough working knowledge of all relevant legislation, policies and prescripts applicable to information management. Demonstrates epidemiological and analytical thinking. Proven ability to work independently in high-pressured environment, managing multiple IM projects while complying to due dates. Extensive knowledge of the IM Health Systems. Good interpersonal, supervisory and time management skills. Values-driven leadership of a team.

**DUTIES** : Manage all Substructure IM functions. Deliver timeous reports and IM deadlines for Southern Western Sub-structure and Metro Health Services. Monitor Sub-structure service and programme performance against targets. Ensure systems, processes and structures for data capture, analysis and reporting are efficient and deliver high quality information to the Directorate and Health Facilities. Ensure the IM team delivers a responsive, customer-focused support service within prescribed timeframes. Presentation of data to end-users that allows for easy interpretation and application to managers at the Directorate and health facilities. Develop systems to improve data quality in Data management, i.e. Capacity- Building Interventions, development and support to end-users. Monitor compliance with departmental information management policies. Willingness to travel within the Southern/Western geographic area and Metro Health District. Supervise sub-ordinates and management of all Human Resource related functions within the component including training and guidance to staff on Information management functions.

**ENQUIRIES** : Dr R Nell Tel No: (021) 202-0900  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant SAO: Information Management posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 30 September 2024

**POST 33/339** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS (HRD AND TRAINING)**  
Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Lentegeur Hospital  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year Diploma or Degree.  
Experience: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate experience in PERSAL. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office) and report writing. Good planning and organisational skills as well as the ability to analyse data to compile management reports detailing relevant trend analysis. Knowledge of Labour Relations (LR) and Human Resource Development (HRD) and Training policies and procedures.

**DUTIES** : Interpret LR and HRD and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD

Training committee including representing the hospital at all LR and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all LR and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness interventions at the institution.

**ENQUIRIES** : Ms. C Campher Tel No: (021) 370-1414  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Short listed candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.  
**CLOSING DATE** : 30 September 2024

**POST 33/340** : **PRIMARY HEALTH CARE ADMINISTRATIVE OFFICER: SUPPORT OFFICER**  
 Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Elsie's River Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year Diploma/Degree. Experience: Appropriate /recognizable supervisory experience within a Primary Health Care environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, supervisory, and decision-making skills, Knowledge and insight of legislation and policies, relevant to current support service practice within the Public Service. Disciplinary and conflict management skills. Extensive Computer literacy with experience in the Microsoft Office package and other systems, including PERMIS, LOGIS, IPWIS. Willingness to work after hours.

**DUTIES** : Assist the Facility Manager as Head of Administration. Management of support services in the unit. Oversee facility Finance, Health Information, People Management, Supply Chain Management, Cleaning, Asset Management, Contract management, and related to support services that including Security Services, Waste Management, Grounds Management and others. Provide support as Labour Relation Liaison to Facility Manager, Unit Managers and staff. Represent the facility as liaison on various forums as Safety and security, quality assurance, OHS/IPC and support related meetings at institutional and provincial level.

**ENQUIRIES** : Mr. L Makamba Tel No: (021) 931-0211  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant PHC Admin Officer Support posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 30 September 2024

**POST 33/341** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**  
 Central Karoo District

**SALARY** : R376 413 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a supervisory capacity in a SCM Health environment. Appropriate experience in LOGIS System training on level I, II, III and IV. Appropriate experience in Warehouse and Asset Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge LOGIS and ePS Systems. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team. Knowledge of the PFMA, AOS and delegations within Department of Health and Wellness. Knowledge of PFMA Act 1 of 1999, Accounting Officer System of Department of Health on Chapretr16A and Delegations.



**DUTIES** : Demand and Acquisition Management. Procurement planning including Asset Management. Warehouse Management and Stock control. Management of Staff within SCM component (Leave, Discipline, SPMS and Training) LOGIS system management and payments. Support to supervisor.

**ENQUIRIES APPLICATIONS** : Ms Michelle Bothma Tel No: (023) 414 - 8200  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 30 September 2024

**POST 33/342** : **SENIOR ADMINISTRATIVE OFFICER: LABOUR RELATIONS**  
Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate experience in PERSAL. Experience: Appropriate experience in Labour Relations policies, procedures and practices in Public Sector. Appropriate PERSALI experience. Inherent requirement of the job: Appropriate supervisory Skills. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer Literacy. Training skills. Knowledge of Labour Relations Act and Resolutions.

**DUTIES** : Give advice and support on Departmental policies regarding Labour Relations to institutional management and assist with the handling of conflict. Give advice to Representatives dealing with disputes and represent Department when appropriate. Facilitate and conduct training sessions at institutions. Monitor, co-ordinate and control function of Labour Relation matters at Institutional level. Management of HR function with regard to the recruitment & selection process. Capturing of labour relations statistics on PERSAL. Provide general support to managers.

**ENQUIRIES APPLICATIONS** : Ms N Wyngaard Tel No: (021) 402-6552  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 30 September 2024

**POST 33/343** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R308 154 per annum  
**CENTRE** : Emergency Medical Services  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel. Competencies (knowledge/skills): Knowledge and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office).

**DUTIES** : Manage the warehouse section. Ensure proper demand planning for inventory. Responsible for relevant monthly and quarterly reporting. Manage IFS and AFS stocktake process. Maintaining procurement plan and issuance databases. Acquisition management of goods and service through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payment. Proper record keeping relevant to warehouse section. Assist in other components within Supply Chain Management.

**ENQUIRIES APPLICATIONS** : Ms. Selica Overmeyer Tel No: (021) 830-1160  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant Senior Administrative Officer: Labour Relations posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/344** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**  
Cape Winelands Health District
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE** : Klapmuts CC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
- DUTIES** : (key result areas/outputs): Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide quality of care to all patients within PN scope of practice, in consideration of their presented health issue. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff and improving quality of health services. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms MM Muller Tel No: (021) 808-6109
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- 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).
- CLOSING DATE** : 30 September 2024
- POST 33/345** : **ARTISAN PRODUCTION GRADE A TO C**  
Western Cape College Nursing
- SALARY** : Grade A: R230 898 per annum  
Grade B: R270 915 per annum  
Grade C: R314 751 per annum
- CENTRE** : Head Office, (Cape Town), (based on the grounds of Metro Campus Athlone)
- REQUIREMENTS** : Minimum educational qualifications: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable

experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid driver's license (Code B/EB). Willingness to work irregular hours (e.g. overtime, after hours, standby duties and weekends) and attend to emergencies when required. Competencies(knowledge/skills): Excellent (written and verbal) communication skills. Computer literacy (MS Word and Excel). Conversant with the requirements of the Machinery and Occupational and Safety Act. Mechanical, electrical, plumbing skills and experience.

**DUTIES** : Repairs and maintenance on all four (4) Campus grounds Stikland, Athlone, Worcester and George. Control and supervision of workshop staff. Compile specifications and assist in managing projects. Assist with the procurement of spares and control over tools and material. Personnel evaluation and training of subordinates. Liaison with engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.

**ENQUIRIES** : Mr CC Brown Tel No: (021) 831-5817

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 30 September 2024

**POST 33/346** : **ADMINISTRATION CLERK: ADMISSIONS**  
West Coast District

**SALARY** : R216 417 per annum  
**CENTRE** : Citrusdal CC

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience and knowledge of Health Information Systems [HIS]. Inherent requirements of the job: Willingness to travel and work overtime. Valid code B/EB driver's licence. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilized by the Department of Health, as well as computer literacy (MS Word, Excel, and PowerPoint). Knowledge and experience in departmental HIS systems, (i.e. PHCIS, BI, Sinjani, TIER.NET,etc.). Appropriate Office Administration, Training and Presentation skills.

**DUTIES** : Provision of administrative support to the health team. Provide administrative support to patients. Effective support services. Assist with collection and collation of data for monitoring and evaluation.

**ENQUIRIES** : Ms M Sandt Tel No: (027) 482-1484

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 30 September 2024

**POST 33/347** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (X4 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Delft CHC (X1 Post)

Elsies River CHC (X1 Post)  
Parow CDC (X1 Post)  
Ravensmead CDC (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate relevant experience in Information Management environment. Competencies (knowledge/skills): Knowledge of data, capturing, scanning, preparation and creating graphs. Good interpersonal, communication and organization skills. Ability to work under pressure, independently and in a team. To collate, receive, sort and interpret raw data into information and distribute reports to facility management and Sub-Structure office. Computer literacy skills in MS Office (MS Word, Excel, PowerPoint, Outlook and Teams).

**DUTIES** : Data collection, collation, capturing and reporting. Data submission to Sub-structure office in line with relevant policies and dissemination of information within facility. Effective Information Management administration w.r.t correspondence, receiving and sorting of mail, assist in typing of letters and

replying to queries speedily. Effective facilitation of all logistical arrangements pertaining to Information Management meetings and effective coordinating of health information activities. Assist Facility management with-in house stats/ delegate functions w.r.t recordkeeping of data sheets, create and display of graphs.

**ENQUIRIES** : Mr M Gaji Tel No: (021) 954-2237 – Delft CHC, Mr L Makamba Tel No: (021) 819-9032 – Elsie's River CHC, Ms N Mtshengu Tel No: (021) 810-8134/1-Parow CDC, Ms I Van Heerden Tel No: (021) 812-1908 – Ravensmead CDC

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : 30 September 2024

**POST 33/348** : **ADMINISTRATION CLERK: ADMISSIONS (PATIENT ADMIN)**  
Chief Directorate: Rural Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration. Inherent requirements of the job: Must be willing to work 12-hour shifts, weekends, and public holidays. Comply with internal rotation schedules within the component. Competencies (knowledge/skills): Must be able to work independently or in a team and under supervision. Computer literacy (MS Word, Excel and PowerPoint). Knowledge in Clinicom, UPFS, Hospital Memorandum Chapter 18, PFMA.

**DUTIES** : Handling of state monies. Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum Chapter 18. Responsible for sound cash management. Registration of new patients. Telephone enquiries. Ensure all appointments are captured and admitted daily. Filing and drawing of folders, as well as retrieving and archiving of folders. Ad-hoc admin duties. Support to supervisor and staff members.

**ENQUIRIES** : Ms S Gcwabe Tel No: (023) 348-6458

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 30 September 2024

**POST 33/349** : **ADMINISTRATION CLERK: FINANCE (CASHIER)**  
Garden Route District

**SALARY** : R216 417 per annum

**CENTRE** : Riversdale Hospital, Hessequa Sub-district

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook). Ability to accept accountability and responsibility and to work independently and unsupervised and the knowledge in the handling of cash management and to prepare and analyse figures and amounts. Good verbal and written communication skills. Knowledge of the Basic Accounting System (BAS) and Public Finance Management Act and Treasury Regulations and Instructions. Self-discipline and motivation.

**DUTIES** : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issue receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier related enquiries.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Administration Clerk: Finance (Cashier) posts within the Hessequa Sub-District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 30 September 2024

**POST 33/350** : **ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT) (PAYROLL AND SERVICE BENEFITS)**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Groote Schuur Hospital, Observatory  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good written and verbal communication skills.

**DUTIES** : Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

**ENQUIRIES APPLICATIONS** : Mr CD Wehr Tel No: (021) 404-2306  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 30 September 2024

**POST 33/351** : **ADMINISTRATION CLERK: SUPPORT SERVICES (NURSING)**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Stikland Hospital  
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration and office management. Competencies (knowledge/skills): Good interpersonal relations to manage public queries and interact with different nurse supervisors and a broad range of users. Computer literacy.

**DUTIES** : Render admin (HRM, Finance, Nursing related) support services to the Deputy Nursing Manager. Effective and efficient interdepartmental communication with all staff and public. Effective support to the Nursing managers office, all correspondence and logistics. Compliance of completion of Log 1 forms on the Logis system. Manage incoming and outgoing mail/documents. Support staff in terms of stock control, ordering and equipment. Diary planning of the Deputy Nursing Manager; answering the telephone and management of telephonic queries and calls. Arrange meetings, events and workshops, typing of agendas for meetings as well as effective minute keeping and writing of minutes. Manage trip authorities of GG vehicles allocated to the Nursing Department.

**ENQUIRIES APPLICATIONS** : Ms S Fredericks Tel No: (021) 940-4416  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. The pool of applicants for the post of Admin Clerk: Nursing Support Services will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert

**CLOSING DATE** : 30 September 2024

**POST 33/352** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum

**CENTRE** : Bothasig Community Day Centre (General Consultation) (X1 Post)  
Kraaifontein Community Health Centre (Trauma) (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with the Health Professions 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 with the SANC as a Staff Nurse. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Ability to work under pressure.

**DUTIES** : Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.

**ENQUIRIES** : Ms. S Dixon Tel No: (021) 987 0080

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**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 a change in registration status)". The pool of applicants will be considered for other vacant Staff Nurse posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

**CLOSING DATE** : 30 September 2024

**POST 33/353** : **STAFF NURSE: GRADE 1 TO 3**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum

**CENTRE** : George Regional 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 with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Competencies (knowledge/skills): Knowledge nursing processes & procedures as outlined in Nursing Act and SANC regulations. Training competencies include Aseptic technique, Wound dressing. Basic pharmacology and mathematical skills to do calculation re dosages in medication. Basic principles of Health education. Knowledge of the nursing Care Process. Knowledge of medical legal hazards. Professionalism, good Interpersonal communication skills. Responsive, pro-active, flexible, assertive and supportive. Leadership skills.

- DUTIES** : Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Ms LA Campbell Tel No: (044) 802 4371 / 4537
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- 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).
- CLOSING DATE** : 30 September 2024
- POST 33/354** : **NURSING ASSISTANT: GRADE 1 TO 3 (X2 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R227 070 per annum
- CENTRE** : Elsie's River CHC (MOU) (1 post) and Kraaifontein CHC (Trauma) (1 post)
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with the Health Professions Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None after registration with SANC as a Nursing Assistant. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. **Grade 3:** A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Nursing Assistant with SANC. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Ability to work in the multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines.
- DUTIES** : Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Monitor patient vital signs and report any abnormal findings. Reporting on patient safety and adverse incidents. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
- ENQUIRIES** : Ms. JJ Heunis Tel No: (021) 931-0211 (Elsie's River CHC), Ms. S Dixon Tel No: (021) 987-0080 (Kraaifontein CHC)
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. 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). The pool of applicants will be considered for other vacant Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/355** : **FOOD SERVICES AID**  
Chief Directorate: Rural Health Services
- SALARY** : R131 265 per annum

|                                      |   |   |
|--------------------------------------|---|---|
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | Worcester Regional Hospital   |
|                                      | : | Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale food service unit, which includes the operating of large-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. Excellent health status – 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 standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.   |
| <b><u>DUTIES</u></b>                 | : | Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.  |
| <b><u>ENQUIRIES APPLICATIONS</u></b> | : | Ms H Botha Tel No: (023) 348 1222   |
|                                      | : | Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").   |
| <b><u>NOTE</u></b>                   | : | No payment of any kind is required when applying for this post.   |
| <b><u>CLOSING DATE</u></b>           | : | 30 September 2024   |
| <b><u>POST 33/356</u></b>            | : | <b><u>MEDICAL SPECIALIST (ORTHOPAEDICS) (X2 POSTS) (FROM 5 TO 20 SESSIONS)</u></b><br>Chief Directorate: Metro Health Services  |
| <b><u>SALARY</u></b>                 | : | Grade 1: R612 per hour<br>Grade 2: R698 per hour<br>Grade 3: R 809 per hour   |
| <b><u>CENTRE REQUIREMENTS</u></b>    | : | New Somerset Hospital   |
|                                      | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with the Health Professions Council: Registration as a Specialist Orthopaedic Surgeon with the Health Professions Council of South Africa. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Orthopaedics. <b>Grade 2:</b> 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 Orthopaedics. <b>Grade 3:</b> 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 Orthopaedics. Inherent requirements of the job: Ability to successfully participate in an extremely busy orthopaedic service on a district level. Valid Driver's licence. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Tertiary knowledge and skills in the field of Trauma and Emergency Orthopaedic Surgery as well as district level elective orthopaedics. |
| <b><u>DUTIES</u></b>                 | : | Provision of clinical service delivery at specialist level across the full spectrum of general Orthopaedic Surgery. The specialist primary responsibility would be trauma and emergency Orthopaedics at district level. Trauma and orthopaedic hours at hospitals within the regions as specified by the employer. Provision of clinical service delivery at specialist level of elective Orthopaedic Orthopaedic Surgery (district level). Participation in appropriate outreach programmes. Supervision of clinical and operative activities of Orthopaedic Registrars. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and orthopaedic registrars and relevant burden of disease Research and Audits.  |
| <b><u>ENQUIRIES</u></b>              | : | Dr D Stokes Tel No: (021) 402-6408  |



- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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)”. The pool of applicants will be considered for other vacant Sessional Specialist Orthopaedic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 30 September 2024
- POST 33/357** : **MEDICAL OFFICER GRADE 1 TO 3 (SESSIONS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R457 per hour  
Grade 2: R521 per hour  
Grade 3: R603 per hour
- CENTRE** : Metro TB Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 2:** A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom it is not required to perform community service as required in South Africa. **Grade 3:** A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employee. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: A Valid Driver’s Licence. Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office.
- DUTIES** : Provision of Clinical services: Clinical management of all TB patients; referrals; admission and of new patients. Interact and co-operate with other health services Liaison with clinics, hospital and other health services. Ensure cost effective and safe usage of drugs. Provide Support to HOD: Participate in departmental activities and meetings; undertake general administrative tasks and tasks delegated by HOD. Serve on delegated committees and participated in operational research.
- ENQUIRIES** : Dr JB Te Riele Tel No: (021) 508-7400
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- 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)”. The pool of applicants will be considered for other vacant Medical Officer Sessional posts within the Chief Directorate:

**CLOSING DATE**

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Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.  
30 September 2024