

**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.

MANAGEMENT ECHELON

POST 34/231 : **DIRECTOR: SUPPLY CHAIN SOURCING**
Directorate: Supply Chain Sourcing

SALARY : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate undergraduate qualification (NQF level 7) in SCM/Finance or equivalent field as recognized by SAQA with at least 5 years' experience at a 95 middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of Supply Chain Sourcing within a Supply Chain Management environment. Inherent requirements of the job: Valid driver's license. Competencies (knowledge/skills): Working knowledge of the following: Government practices, policies and procedures. Human Resource Management practices. Ability to work under pressure and to handle matters of a confidential nature. Sound problem-solving skills, written communication skills, presentation skills, advanced computer literacy, report writing, and project management skills are essential. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM Regulations, practice notes, circulars, policy frameworks, Preferential Procurement Policy Framework Act and its associated regulations, SCM: A guide to Accounting Officers and Authorities, The Construction Industry Development Board (CIBD) Act, 38 of 2000; Broad-Based Black Economic Empowerment Act, 53 of 2003; Government accounting standards (GRAP), Economic Reporting Framework, Framework for Infrastructure Delivery and Procurement Management.

DUTIES : Responsible for integrated demand, acquisition, and contract management services for the department through the development, implementation, and maintenance of a transformative approach to sourcing. The incumbent must perform vigorous analysis of data and apply analytical skills to identify cost-saving strategies and efficiencies to improve strategic sourcing decision-making for the department. It is expected that the incumbent will establish, develop, implement, and maintain an Acquisition Management System, inclusive of mechanisms, tools, templates, and institutional bodies to render acquisition and contract management functions. The incumbent must ensure that a fully functional Committee Structure for the SCM System is in-place. The incumbent is responsible for the complete implementation in respect of Strategic Sourcing for strategic commodities in the Department. Ensuring the coordination and integration of demand and acquisition management processes regarding clinical, non-clinical, and infrastructure services. The incumbent is responsible for corporate governance, including all aspects of People Management and Development, Financial Management, Information Management, Management of Support Services with key partners within the Directorate. Ensure regular reporting to management, stakeholders and other organisations as may be required. Responsible for the management, reporting, and the coordination of legal challenges as received by the Department. The incumbent is responsible for the development and maintaining of a positive culture in the directorate sourcing which includes change management initiatives, conflict resolution and mitigating risks that could negatively affect the organizational culture.

ENQUIRIES : Ms E Isaacs Tel No: (021) 483 4732, email: Esmereldah.Isaacs@westerncape.gov.za

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

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

CLOSING DATE : 07 October 2024

<u>POST 34/232</u>	:	<u>DIRECTOR: FINANCE</u>
<u>SALARY</u>	:	R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate undergraduate qualification Degree (NQF level 7) in Finance/Accounting as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in managing financial resources within a Health environment. Inherent requirement of the job: Valid driver's license. Competencies (knowledge/skills): Knowledge of best practices procurement, especially in a health environment and related legislative aspects and prescripts. Strong leadership, strategic, operational and contingency planning, managerial and organisational skills. Proven experience in financial management at managerial level within a large organisation.
<u>DUTIES</u>	:	Financial Management of supplier payments, equipment purchases and minimise irregular expenditure as well as obtaining unqualified audits. Provide policy and procedural direction on Supply Chain Management processes to staff and end users. Ensuring patient administration and revenue collection by utilising best practices, principles and thus improving financial management services. Ensuring accurate monthly projections on BMI of Management Accounting. Monitor spending of Budgets and provide monthly dashboard reports. Provide Strategic and Health Support regarding Information management systems relating to financial aspects. Ensure deployment strategies are introduced and support middle managers to align their departmental objectives. Overall responsibility for corporate governance, including all aspects of Financial Management, Supply Chain Management, Patient Administration, Revenue Management, Management Accounting and People Management with key partners within the hospital.
<u>ENQUIRIES</u>	:	Dr S De Vries Tel No: (021) 404-3178
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post
<u>CLOSING DATE</u>	:	07 October 2024

OTHER POSTS

<u>POST 34/233</u>	:	<u>HEAD CLINICAL UNIT (MEDICAL) GRADE 1</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Forensic Pathology Services, Forensic Medicine and Toxicology, Forensic Pathology Institute (OFPI)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years' appropriate experience as a Forensic Pathologist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: Valid Code B/EB driver's licence. Will be required to travel within the province. Will be required to perform work duties outside normal working hours. Competencies (knowledge/skills): Appropriate Managerial/ Supervisory experience. Appropriate experience to train and Supervise Medical Students, Forensic Pathology Officers and Medical Staff. Strong leadership qualities. Appropriate knowledge and understanding of the Public Sector Policies (National and Provincial) governing Human and Physical Resource Management, Strategic Management, Financial Management, Management of Labour Relations and the application thereof when applicable. Understanding of Quality Assurance and strong commitment to service standards. Appropriate organizational change management. Appropriate knowledge of the functioning of a Forensic Pathology Department. Ability to inform service delivery with academic and research incentives. Above-average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Motivational skills, decision-making, organizational and planning skills. Ability to work under pressure.
<u>DUTIES</u>	:	Management support to the Head: Clinical Department: ensure effective service delivery at all levels within the Division, administrative support to the Head: Clinical Department to ensure the effective and efficient Forensic Pathology Service provision in the consultation area of the Division, assist in implementing and coordinating a liaison between departments, hospitals and Forensic Pathology Laboratory's administration, ensure effective supervision of administrative, medical and technical personnel, advise junior colleagues on best practices ensuring a high level

of professional service delivery. Forensic Pathology Officers and Forensic Pathology Laboratory Management/ staff guidance and training: participate in the process of drafting of a National Diploma qualification registered through the South African Qualification Authority for Forensic Pathology Officers, Administrative preparation of the Division for accreditation as training facility with the SAQA, investigating the organizational culture and role thereof in change management and People Development within the Forensic Pathology Service, Regular interaction with and case presentations from junior staff and advise and supervise with complex cases. Academic component, teaching and training: assist in the administration and organization of structured forensic medical training programs for medical students, provide tutorial and lectures on forensic medicine for medical students, provide supervision as well as encouragement and guidance to both undergraduate and postgraduate students in all natures of academic activities, engaging in representing the division in all manners of academic activities, both within the university complex and also within the broader forensic medicine environment, supervising postgraduate and undergraduate research projects, presentation of interesting cases and participation in all academic activities within the division. Service delivery: Autopsy practice: perform and complete post-mortem examinations, evaluate and report on histological findings, collection of evidence, samples for toxicology analysis, performing specialized dissection techniques, compiling of medico-legal reports and related administrative duties. Service delivery: death scenes, assistance to SAPS, court, medical-jurisprudence: attend crime scenes, attend court proceedings and deliver expert testimony, formulate opinions on dockets received by the SAPS, Independent complaints directorate and courts of law, provide a service within Forensic Pathology at a Consultant level, Professional interpretation of post-mortem investigation, including commensurate preparation and research for delivery of testimony, consultation with relevant authorities.

- ENQUIRIES** : Professor Lorna J. Martin (lornaj.martin@uct.ac.za)
- APPLICATIONS** : Applicants apply online: 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 apply for change in registration status). Candidates may have to undergo profiling assessments prior to appointment.
- CLOSING DATE** : 07 October 2024
- POST 34/234** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC CRITICAL CARE)**
(1-Year Contract)
- SALARY** : Grade 1: R1 472 673 per annum
Grade 2: R1 680 750 per annum
Grade 3: R1 835 835 per annum
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum Educational Qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatric Critical Care. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Critical Care. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Critical Care. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Critical Care. Inherent requirements of the job: Willingness to render paediatric critical care including commuted after hour services in the paediatric intensive care unit as required. Special interest in paediatric critical care health care systems development, support and outreach. Competencies (knowledge/skills): Clinical experience in paediatric critical care. Experience in academic teaching, health worker capacity building and operational research. Scientific publications. Experience in project and people management. Good communication skills, facilitation and teambuilding skills. Demonstrated personal qualities and strengths such as leadership, enthusiasm, commitment and a pioneering spirit. Computer literacy. Clinical experience in South African public health service in paediatric critical care.
- DUTIES** : Academic teaching and research: Actively participate in the academic under- and postgraduate paediatric training program (including clinical teaching). Perform and supervise paediatric critical care operational research activities in the Department of Paediatrics and Child Health of the University of Stellenbosch Faculty of Health Sciences. Clinical Service: Strengthen and deliver paediatric critical care clinical services for children in the Department of Paediatrics and Child Health at Tygerberg Academic Hospital. Service co-ordination and management support: Provide support for the Clinical Unit Head in the management of the paediatric intensive care unit, including human and financial resources. Provide support for the Executive Head of Paediatrics

and Child Health in strategic and financial oversight of clinical services, participate in and provide technical support in regional and provincial child activities, assist with critical care service coordination between levels of care. Assist in quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to paediatric critical care burden of disease; manage and support staff and participate in departmental FBU activities.

ENQUIRIES : Prof P Goussard Tel No: (021) 938-9220; email: pgouss@sun.ac.za
APPLICATIONS : Applicants apply online: 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 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 : 07 October 2024

POST 34/235 : **CLINICAL MANAGER (MEDICAL) GRADE 1**
Overberg District

SALARY : R1 348 635 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Overberg District Office
REQUIREMENTS : Requirements Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Practitioner (Independent Practice). Inherent requirements of the job: A valid driver's license. Willingness to do commuted overtime. Willing to work weekends and public holidays. Competencies (knowledge/skills): Appropriate Clinical experience. Appropriate clinical governance knowledge and skills. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.

DUTIES : Clinical outcomes of Medical Officer and allied health division in Overstrand Sub-district. Support to Manager: Medical Services and Management Team. HR Management of the Medical Officer and Allied Health division of the Overstrand Sub-district. Financial Management of Medical officers and Allied health division of the Overstrand Sub-district. Good quality innovation management of the Medical Officer and Allied Health division of the Overstrand Sub-district.

ENQUIRIES : Dr F Fourie Tel No: (028) 313-5201
APPLICATIONS : Applications are submitted online via 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). Candidates will be required to undergo a competency assessment.

CLOSING DATE : 07 October 2024

POST 34/236 : **DEPUTY DIRECTOR COMPREHENSIVE HEALTH**
Chief Directorate: Metro Health Services

SALARY : R1 003 890 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Klipfontein/Mitchell's Plain Sub-structure Office
REQUIREMENTS : Requirements Minimum educational qualification: Appropriate four-year health-related Diploma/Degree registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate Relevant experience in coordinating/managing Health Programmes. Appropriate Relevant experience in District Health Services or Health Service Management. Relevant Stakeholder engagement experience. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy. Project, Programme management and good interpersonal, leadership and conflict management skills. Financial and people management skills/experience.

DUTIES : Provide strategic and operational management of integrated Primary Health Care Services (Facility-based), community-based services and stakeholder engagements) in a delegated area. Provide leadership and oversight in the delegated PHC service area. Ensure assurance, systems

strengthening as well as service delivery improvement in delegated PHC service area. Ensure sound corporate governance functions in financial, Supply Chain, Information Management. Ensure appropriate contract management and people management practices in the delegated PHC service area.

ENQUIRIES APPLICATIONS : Mr M Roomanay Tel No: (021) 370-5000
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 07 October 2024

POST 34/237 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)**
Chief Directorate: Metro Health Services

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

CENTRE REQUIREMENTS : Western Cape Rehabilitation Centre
Minimum educational qualification: Basic R425 (i.e. Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at a management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability and availability to attend to emergency situations during and after-hours. Ability to effectively communicate verbally and in writing. Willingness to travel if the need arises. Competencies (knowledge/skills): Strategic leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality management, infection control and occupational health and safety issues. Corporate governance, people management abilities, and financial management processes. Computer literacy such as MS Word, Excel and Outlook.

DUTIES : Provide strategic management and leadership within nursing management towards the organizational vision, goals, and objections at WCRC and associated facilities. Clinical Governance, quality management of nursing care in relation to the designated organizational context. Manage financial resources and consumable resources for the designated areas. People management in the relevant designated areas. Manage nursing research, as well as professional and nursing practice development in line with the organizational context.

ENQUIRIES APPLICATIONS : Ms F Peters, email: Fatima.peters@westerncape.gov.za or Tel No: (021) 370 2313.
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 07 October 2024

POST 34/238 : **MEDICAL OFFICER GRADE 1 TO 3**
Garden Route District

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 : Oudtshoorn Hospital (stationed at Alan Blyth Hospital, Ladismith)
Minimum educational qualification: Appropriate qualification that allows registration with the Health Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who 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 a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel throughout the districts. Commuted overtime contract is compulsory, as well

as the ability to work after-hours. Willingness to do outreaches within the Oudtshoorn and Kannaland Sub-districts. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across all platforms. Computer literacy in MS Office mandatory. Surgical and anaesthetic skills applicable in rural setting e.g. Caesarean sections, sterilisations, spinal and other regional blocks.

DUTIES

: Quality clinical, non-clinical and medico-legal patient care as required by the various programs of the Department of Health and Wellness. Supervise, Support, transfer of knowledge to-, training and mentoring of the clinical staff and auxiliary staff. Provide an efficient administrative service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objective of the division. Ensure a cost-effective service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES

: Dr E Heydenrych Tel No: (044) 203-7204

APPLICATIONS

: Applicants apply online: 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). The pool of applicants will be considered for other Medical Officer posts within the Oudtshoorn and Kannaland Sub District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.

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). The pool of applicants will be considered for other Medical Officer posts within the Oudtshoorn and Kannaland Sub District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.

CLOSING DATE

: 07 October 2024

POST 34/239

: **PHARMACY SUPERVISOR GRADE 1**
Garden Route District

SALARY

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

CENTRE

: Alan Blyth Hospital, Ladismith

REQUIREMENTS

: Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Willingness to perform relief and after-hour duties when required. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict handling skills. Computer literacy including Pharmacy Dispensing and Stock Systems, Microsoft Excel, Microsoft Word, Microsoft PowerPoint (To be specified in application/CV).

DUTIES

: Responsible for Pharmaceutical and Therapeutic governance in the facility where they are appointed as well as the primary healthcare facilities resorting under their appointed facility. Maintaining a value driven culture in line with national and provincial treatment guidelines and the Western Cape Code List of approved medicines. Manage, assess, and monitor compliance of own facility and facilities resorting under their appointed facility with regards to Good Pharmacy Practice and ideal facility standards. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff and supervision and management of Indirectly Supervised Pharmacist Assistants. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the rural primary health care setting, which includes but is not limited to Antimicrobial Stewardship, Palliative Care, and rational medicine use prescription reviews.

ENQUIRIES

: Ms M Uys Tel No: (044) 203-7200

APPLICATIONS

: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE

: No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test. The pool of applications will be considered for other Pharmacy Supervisor

posts within the Oudtshoorn Sub-district for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

CLOSING DATE

: 07 October 2024

POST 34/240

: **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R827 211 per annum
Grade 2: R961 806 per annum
Grade 3: R1 113 600 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Southern/Western Sub-structure Office
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as Psychologist in Clinical Psychology. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist 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 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist 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 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid Driver's licence. Willingness to travel within the District and Metro Region. Competencies (knowledge/skills): Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills. Computer literate in MS office.

DUTIES

: Developing psychological and counselling services at PHC level with particular emphasis on the provision of clinical services at designated CHCs and CDCs. Interventions include evidenced-based short-term and longer-term psychotherapies, support and containment work, and telehealth services, as well as liaising with relevant service providers and stakeholders in making appropriate referrals for the management of patients. Developing and facilitating referral pathways. Service development includes capacity building by way of clinical supervision, mentorship and training of psychologists, interns, students, and staff at district facilities. The championing of mental health within the DOH and the development of intersectoral partnerships with various health department role-players as well as NPOs. Performing administrative tasks related to clinical work as well as data collection and line-management. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA.

ENQUIRIES APPLICATIONS

: Dr. K Murie Tel No: (021) 797-8451
: Applications are submitted online via 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. The pool of applicants will be considered for other Clinical Psychologist 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. 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

: 07 October 2024

POST 34/241

: **PHARMACIST: GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY

: Grade 1: R804 609 per annum
Grade 2: R869 796 per annum
Grade 3: R949 146 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS

: Stikland Hospital
: Minimum educational qualification: Appropriate qualification that allows registration with the South Africa Pharmacy Council (SAPC) as a Pharmacist. Registration with the Health

Professions Council: Registration with the SAPC as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA-qualified employees. One (1) year's relevant experience after registration as Pharmacist 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 Five (5) appropriate experience as a Pharmacist after registration with the SAPC as a Pharmacist in respect of SA-qualified employees. A minimum of six (6) relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign-qualified employees, of whom required to perform community service required in South Africa. **Grade 3:** A minimum of Ten (10) year's appropriate experience as a Pharmacist after registration with the SAPC as a Pharmacist in respect of SA-qualified employees. A minimum of eleven (11) year's relevant experience after registration as Pharmacist 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: Willing and able to work shifts. Willing and able to participate in after-hours duties. Valid driver's licence. Competencies (knowledge/skills): Systems-based care and population health. Good professional attitude. Communication skills. Pharmacotherapy knowledge. Direct patient care.

DUTIES : Checking, preparing and dispensing prescriptions to patients according to physicians' orders or over-the-counter medications. Communicating with medical professionals and patients about their medications, dosages, side effects, interactions and allergies. Providing advice and information on medicines and medical equipment, as well as supporting patients to live healthy lifestyles. Monitoring patients' drug therapies and conducting health checks and medication reviews. Keeping track of inventory and ordering supplies.

ENQUIRIES : Mr B Adams Tel No: (021) 940-8994

APPLICATIONS : Applications are submitted online via 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). Shortlisted candidates will be subjected to a practical assessment. The pool of applicants for the post of Pharmacist 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 : 07 October 2024

POST 34/242 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (UROLOGY) (5/8TH POST)**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R794 937 (5/8th) per annum
Grade 2: R907 008 (5/8th) per annum
Grade 3: R1 050 489 (5/8th) per annum
A portion of the package can be structured according to the individual's personal needs.

CENTRE : New Somerset Hospital

REQUIREMENTS : Requirements: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Urology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Urology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Urology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Urology. Inherent requirements of the job: Valid Driver's licence. Willingness to participate in cross platform metro wide urological service needs, when required. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Experience in emergency Urology as well as specialist level elective Urology. Ability to successfully run an extremely busy Urology service on a secondary level.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of general Urologic Surgery. The specialist's primary responsibility would be trauma and emergency Urology at regional level. Provision of clinical service delivery at specialist level of elective Urology Surgery (regional level). Effective and efficient urological outpatient services including booking, triaging and follow up strategies. Supervision of clinical and operative activities of Urology surgeons- in-training. Active participation in the postgraduate and undergraduate teaching programmes of the Division of Urology. Effective management and administration of a wide range of "Portfolios" and develop, conduct and supervise research projects. Training and Teaching of medical officers and Urology registrars and relevant burden of disease Research and Audits. Clinical Governance and administration inherent to the service.

<u>ENQUIRIES</u>	:	Dr D Stokes Tel No: (021) 402-6408
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". All shortlist candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/243</u>	:	<u>EMS DISTRICT MANAGER: RESCUE GRADE 2 TO 3 (PROVINCIAL COORDINATOR)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY</u>	:	Grade 2: R626 790 per annum Grade 3: R963 084 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Emergency Medical Services, Metro District
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Grade 2: Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT) or successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 3: Successful completion of the B-Tech Degree that allows registration with the HPCSA as a Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT or a Paramedic. Grade 3: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT) or a Paramedic. Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Current registration as an ECT, CCA or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Experience in Rescue management will serve as an advantage.
<u>DUTIES</u>	:	Establish and maintain a governance system within EMS operations and ensure implementation and oversight of improvement projects. Ensure community and organisational stakeholder engagement to allow better responsiveness to the community, inclusive of collaborative engagement with volunteer organisations and volunteers to strengthen partnerships. Responsive coordination and management of operations as it relates to emergency and non-emergency care within the province. Ensure adequate capacitation and agility for Major Incident Response and Disaster situations. Manage the health and safety of patients, staff and working environments. Ensure, through oversight and intervention, that all People Management policies and procedures are adhered to within operations and act as a strategic link between finance, supply chain management and operations. Ensure that complaints, queries and compliments are responded to in a timeous manner.
<u>ENQUIRIES</u>	:	Ms S Modack-Robertson Tel No: (021) 932 1966
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/244</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE-MATERNITY)</u>
<u>SALARY</u>	:	R656 964 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwifery. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and Midwifery. At least 5 of the periods referred to above must be appropriate / recognisable experience in the specific speciality after obtaining the one year post basic qualification in Medical and Surgical Nursing: Operating Theatre. Inherent requirement of the job: Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial

Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality including public sector policies and protocols.

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

ENQUIRIES : Ms R. Sutcliffe Tel No: (021) 404-2092
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 October 2024

POST 34/245 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY WARD AND OUTPATIENTS DCAP)**

SALARY : R656 964 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualifications: 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Advanced Psychiatry Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 October 2024

POST 34/246 : **MORTUARY MANAGER**
Chief Directorate: Emergency And Clinical Services Support

SALARY : R552 081 per annum
CENTRE : Observatory Forensic Pathology Institute (OFPI)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Extensive Supervisory experience in a Forensic (Medico-legal) Laboratory environment. Extensive experience in Human Resource Management, Labour Relations, Contract Management, Financial Management and Asset Management. Inherent requirements of the job: Valid Code B/EB driver's license. Will be required to work standby duties (after hours) and wear a uniform. Will be required to work overtime. Ability to work in an environment that includes infectious viruses and mutilated and decomposed bodies. Competencies (knowledge/skills): Communication skills, Problem solving skills and Conflict Resolution skills. Knowledge of the WCDoh&W systems and policies and that of the South African Police and Criminal Justice system as it relates to medico-legal death investigations. High degree of knowledge and experience related to FPS operations,

death investigations and all relevant legislative prescripts. Knowledge of policies governing death administration processes including identification of deceased individuals. Above-average Computer skills (MS Word, MS Excel, MS Power Point). Ability to communicate clearly and discreetly in person and in writing. Ability to engage with Stakeholders and clients and continually ensuring optimal service delivery and that performance is within identified targets.

DUTIES : Management of the safe recovery, storage and processing of deceased's and documentation. Effective Financial and Stock Management. Effective Infrastructure and Asset Management. Effective People Management. Effective Management of Health and Safety in the workplace. Management of Metro and Provincial Mass Incidents.

ENQUIRIES : Mr KR Jones Tel No: (021) 836-0968

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

NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a Competency test and security clearance prior to appointment. It is a requirement to be vaccinated against certain diseases, e.g. Hepatitis B.

CLOSING DATE : 07 October 2024

POST 34/247 : **OPERATIONAL MANAGER NURSING GENERAL (POSTNATAL, NEONATAL LOW CARE & KMC, INCL TOP SERVICES)**
Chief Directorate: Rural Health Services

SALARY : R520 560 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Flexibility to perform after-hour and weekend standby duties for the hospital. Willingness to work both day/night shifts, act on behalf of supervisor and/or another member of the nurse management team. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Managerial and leadership skills and values aligned with the WCG values: integrity; innovative visionary; catalyst for change; self-awareness and confidence; delegation; critical thinking; accountability; problem solving and decision making. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy [MS Word, Excel, PowerPoint, and Outlook]. Knowledge in general nursing, infection prevention and control and quality assurance. Knowledge in midwifery, neonatology, and TOP. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical and evidence-based nursing practices, relevant public sector policies and protocols.

DUTIES : Responsible for the coordination and delivery of quality nursing care within the Postnatal unit which includes gynaecology, TOP, neonatal low care and KMC services and related OPD areas. Development, monitoring and implementation of evidence based WCG/SANC/facility policies, guidelines, standards, procedures, and regulations within nursing. Management of human, physical and financial resources – incl. staff performance, overtime, skills development, labour relations and bed management. Effective and efficient functional business unit management – incl. risk management, information management to enhance service delivery and quality patient care.

ENQUIRIES : Ms VE Rulumeni Tel No: (023) 348-1496

APPLICATIONS : Applicants apply online: 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 required to do a practical test and will be subjected to a Competency Assessment.

CLOSING DATE : 07 October 2024

POST 34/248 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 TO 2 (HIV AIDS AND TB)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R520 560 per annum

Grade 2: R602 964 per annum

CENTRE : Northern/Tygerberg Sub-Structure Office

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 a Professional Nurse. (This dispensation is only applicable for the posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Maternal-Child-Women's Health, HIV/AIDS/STI/TB, Chronic Disease Knowledge of management and Community Orientated Primary Care (COPC). Ability to

work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.

DUTIES

: Co-ordination and implementation of the Life-course approach in the substructure, w.r.t HIV/AIDS/STI/TB, CDL, Men's health, MWCAN, Mental Health, Epidemic Preparedness Response Strategies and Community Based Services and establishing services linkages and service integration. Provide oversight and support to health facilities i.ro. the implementation of programme specific quality assurance policies, 95/95/95 protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision, e.g., NIMART. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners ext. to enhance implementation of the COPC principles. Monitoring and Evaluation of service goals and targets including the collection, validation, and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care service in the sub-district.

ENQUIRIES

: Ms RS Perrang Tel No: (021) 815-8867

APPLICATIONS

: Applicants apply online: 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/oral assessment. 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

: 07 October 2024

POST 34/249

PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)
West Coast District

SALARY

: Grade 1: R451 533 per annum
Grade 2: R553 545 per annum

CENTRE

: Clanwilliam Hospital, Cederberg Sub-District

REQUIREMENTS

: Minimum educational qualification: Basic R425 (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A post-basic Nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatology Nursing Science. Registration with the Health Professions Council: Registration with 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 Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Must be prepared to work shifts, weekends, public holidays as well as overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.

DUTIES

: Provision of high quality, holistic and specialized Nursing care within set standards and within Professional/legal framework in a specialized maternity section. Effective utilisation of resources. Participation in training and research. Provision of Support to Nursing Services. Maintain Professional and Ethical growth/development.

ENQUIRIES

: Mr NM Goeieman Tel No: (027) 482-2166

APPLICATIONS

: Applicants apply online: 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. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Midwifery and Neonatology Nursing Science. The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

CLOSING DATE

: 07 October 2024

POST 34/250

CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PHC) (NIMART TRAINING)
Overberg District
(1 Year Contract)

SALARY

: Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
plus 37% in lieu of service benefits

<u>CENTRE REQUIREMENTS</u>	: Overberg District Office : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwifery. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Experience in Primary Health Care. Experience in NIMART and HIV/TB/STI.
<u>DUTIES</u>	: Coordinate facilitate learning opportunities for Registered Professional Nurses in NIMART and all relevant nurse prescribing and competency related training. Coordinate and facilitate the in-service training and updating of skills. Evaluate and assess the competencies and skills of nursing personnel. Effective management and utilization of human resources.
<u>ENQUIRIES APPLICATIONS NOTE</u>	: Ms P Robertson Tel No: (028) 214-5800 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") : Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48).
<u>CLOSING DATE</u>	: 07 October 2024
<u>POST 34/251</u>	: <u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 PRIMARY HEALTH CARE</u> West Coast District
<u>SALARY</u>	: Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE REQUIREMENTS</u>	: Citrusdal Clinic, Cederberg Sub-district : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council 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 Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job Valid (Code B/EB) driver's license. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Good interpersonal and communication skills. Good organizing skills.: Computer literacy (MS Word,Excel and Outlook).
<u>DUTIES</u>	: Assist with the management and execution of relevant curative programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant Woman's Health Services within the scope of practice to be and advocate for the patient to ensure the provision of necessary health care. Assist with the management and execution of relevant HAST programmes within scope of practice and be an advocate for patients to ensure provisioning of necessary health care. Administration and communication.
<u>ENQUIRIES APPLICATIONS CLOSING DATE</u>	: Sr M Sandt Tel No: (027) 482 1484 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") : 07 October 2024
<u>POST 34/252</u>	: <u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)</u> Central Karoo District
<u>SALARY</u>	: Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	: Beaufort West PHC

<u>REQUIREMENTS</u>	:	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. Post-basic qualification with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with the Health Professions Council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice.
<u>DUTIES</u>	:	Responsible for operational management of Sub-district/s Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Central Karoo sub-district/s to ensure appropriate service delivery.
<u>ENQUIRIES</u>	:	Mr J Rossouw, Tel No: (023) 414-8200
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for other Professional Nurse: Ophthalmology posts within the Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written 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: Ophthalmological Nursing with the South African Nursing Council."
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/253</u>	:	<u>CLINICAL PROCUREMENT SPECIALIST</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and proven track record in all major aspects of supply chain strategic sourcing within a supply chain management environment. Experience in medical / surgical products and equipment evaluation. Experience in government tender procurement and strategic sourcing. Competencies (knowledge/skills): Working knowledge of government practices, policies and procedures. Ability to work under pressure and handle matters of a confidential nature. Sound problem solving skills, written communication skills, presentation skills and advanced computer literacy, report writing and project management skills. Working knowledge of Public Finance Management Act, Treasury Regulations and guidelines, SCM regulations, practice notes, circulars, policy frameworks and Preferential Procurement Policy Framework Act.
<u>DUTIES</u>	:	Coordinate the evaluation of medical & surgical equipment and consumables for purchase. Liaise with users and suppliers of medical and surgical equipment and consumables. Conduct vigorous analysis of data and apply analytical skills to identify cost saving strategies and efficiencies to improve strategic sourcing decision making for the institution. Responsible for engaging with key partners within and outside the institution on strategic sourcing transversal issues. Responsible for maintaining a positive culture within the SCM section which includes change management initiatives, innovation, conflict resolution and mitigating risks that could negatively affect the organisational culture. Ensure Procurement Planning and Demand Management process adhered tot and ensure proper application of contract management. Deal with all complaints pertaining to head office, transversal and Republic Tenders contracts.
<u>ENQUIRIES</u>	:	Mr C Frank Tel No: (021) 404-3248
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/254</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGER (PATIENT FEES AND ADMINISTRATION)</u>
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Public Management or Public Administration or Finance related e.g. Economics/Accounting.

Experience: Appropriate experience in Patient Fees and Admin with appropriate experience in a supervisory capacity. Competencies (knowledge/skills): Problem solving and lateral thinking. Good communication, training, presentation, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management.

DUTIES : Monitor revenue collection to ensure collection targets are met. Assist with Auditor General audit process and implement interventions to mitigate findings. Monitor debtors accounts and manage debt collection processors including medical aid patients. Ensure efficient and accurate billing of patients including correct classification of patients. Provide effective and efficient leadership and support to Information Management, Patient Fees and Administration sections within the finance component.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3249

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

NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process.

CLOSING DATE : 07 October 2024

POST 34/255 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (CARDIOVASCULAR PERFUSION)**

SALARY : Grade 1: R376 524 per annum

Grade 2: R439 755 per annum

Grade 3: R514 785 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Cardiovascular Perfusion [Independent Practitioner]. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion (Independent Practice). Experience: **Grade 1:** None after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Clinical Technologist: Cardiovascular Perfusion 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: After-hour's service is compulsory. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work within a group at all levels of authority. Ability to work under pressure. Capable of maintaining confidentiality. Good computer skills in MS Word and MS Excel.

DUTIES : Perform all procedures in Cardiovascular Perfusion. Optimal Patient Care in during cardiopulmonary bypass, intra-aortic balloon pump, ECMO, cell saving. Operation of the heart-lung machine and all assist devices during cardiothoracic surgery for Adult and Paediatric cases. Must be able to help with haemodynamic monitoring and training of students. Must be able to efficiently maintain and troubleshoot equipment when required. Must have the ability to manage inventory levels and administrative tasks.

ENQUIRIES : Ms K Jacobs Tel No: (021) 938 5006

APPLICATIONS : Applicants apply online: 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 for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Clinical Technologist: Cardiovascular Perfusion with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 07 October 2024

POST 34/256 : **PRINCIPAL PERSONNEL OFFICER: TALENT SOURCING**

Chief Directorate: Emergency Clinical Services Support

SALARY : R308 154 per annum

CENTRE : Chief Directorate: Emergency Clinical Services Support

REQUIREMENTS : Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in Recruitment and Selection. Inherent requirements of the job: Valid Code B/EB

driver's license. Willingness to travel. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Knowledge and experience of Employment Practices (Recruitment and Selection), and establishment administration will be an advantage. Knowledge and experience of S-Cube, Dots Verifications. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.

DUTIES : Advertising of post. Give advice and support to personnel functionaries at institutions with regards to the application of all human resource policies and prescripts on Employment Practices and Recruitment and Selection. Provide informal training on personnel related issues. Effective supervision of and support to staff members.

ENQUIRIES : Ms A Petersen Tel No: (021) 815-8789

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

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

CLOSING DATE : 07 October 2024

POST 34/257 : **EMERGENCY CALL CENTRE SUPERVISOR**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R308 154 per annum
CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Appropriate Certificate in Call Centre Management (NQF Level 4). Experience: Appropriate experience in the Emergency Call Centre environment. Appropriate experience in an acting supervisor's position, advantageous. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Power point, Outlook and Internet.

DUTIES : Efficient, effective, and quality management of the Shift or Component in the CTCC. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the CT Centre Manager.

ENQUIRIES : Ms. P Masitho Tel No: (021) 932-1966

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

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

CLOSING DATE : 07 October 2024

POST 34/258 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Cape Winelands Health District

SALARY : R308 154 per annum
CENTRE : Stellenbosch Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or Equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate and proven experience in Supply Chain Management in a Hospital environment. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. An aptitude for working with financial figures, good organizational, management and leadership skills. Extensive knowledge and practical experience in Basic Accounting System (BAS), LOGIS/SYSPRO, Electronic Procurement Solutions (ePS) and Microsoft Package (MS Word, MS Excel, MS Outlook, PowerPoint).

DUTIES : Responsible for overall operational Supply Chain Management functions ensuring effective and efficient application of procurement policies and processes with the primary responsibility and focus on effective inventory control and warehouse management. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approve duties on ePS. Accurate and timeous preparation of reports and assist with the completion of the Annual and Interim Financial statements, ensure audit compliance and handle queries related to Supply Chain Management. Render a support function to Senior Administration Officer Finance and the Stellenbosch Sub-district Management. Management all People Management related functions allocated to the position of Administrative Officer within Supply Chain Management.

ENQUIRIES : Mr L Sauls Tel No: (021) 808-6112

APPLICATIONS : Applications are submitted online via 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 subjected to a practical test.
- CLOSING DATE** : 07 October 2024
- POST 34/259** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Garden Route District
- SALARY** : R308 154 per annum
- CENTRE** : Mossel Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate experience in Security Contract Management. Relevant experience in Supervision and Support Services. Inherent requirements of the job: Appropriate experience in Support Services and Security. Competencies (knowledge/skills): Ability to interpret and apply legislation, policies, directives and collective agreements. Good communication skills. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, and PowerPoint).
- DUTIES** : Effective Management of Support Services, Fleet management, laundry services, food service management and Nurses Home. Outsourcing and management of contracts for security and garden services. Provide an effective support function to manager and provide effective management of human resources in your department. Ensure compliance in your departments. Facilitate IMLC and security meetings.
- ENQUIRIES** : Ms R Coetzee Tel No: (044) 604-6110
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
- CLOSING DATE** : 07 October 2024
- POST 34/260** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**
Central Karoo District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 533 per annum
Grade 3: R451 533 per annum
- CENTRE** : Murraysburg Clinic
- 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 a Professional Nurse and Midwife. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work overtime and shifts. Valid (Code B/EB) Driver's Licence and willingness to travel. Willingness to assist at Murraysburg Hospital when needed. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Good communication skills (both written and verbal).
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Ms F Fass Tel No: (049) 844-0021
- APPLICATIONS** : Applicants apply online: 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)" The pool of applications will be considered for other Professional Nurse General posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 07 October 2024
- POST 34/261** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X2 POSTS)**
West Coast District
- SALARY** : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

<u>CENTRE REQUIREMENTS</u>	: Darling Clinic & Riebeeck West Clinic, Swartland Sub-district : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e., annual licencing receipt of 2024). Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a 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 including a Mobile. 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 and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	: 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 and supervise and mentor lower categories of staff.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. RA Christoffels Tel No: (022) 482 2729 : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 07 October 2024
<u>POST 34/262</u>	: <u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENTS</u>	: Vanguard Community Health Centre and Du Noon Community Health Centre : Minimum educational qualification: Basic R425 qualification (i.e.diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Valid (Code B/EB/) driver's licence. Willingness to render relief duties at the PHC platform within Southern Western Sub-structure when necessary. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multidisciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	: Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. Guide and direct personnel when working as shift leader. Utilize human, material and physical resources efficiently and effectively. Active participation in Major Incident/ Disaster Plan. Participation in training and research. Maintain professional growth/ethical standards and self-development. Participate in various activities such as Infection Prevention Control, Occupational Health and Safety, Ideal Clinic and Quality Assurance.
<u>ENQUIRIES APPLICATIONS</u>	: Mr A Razack Tel No: (021) 200 4500 (Du noon CHC), Dr L Johnson Tel No: (021) 695 8242 (Vanguard CHC) : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the

relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Professional Nurse General 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

: 07 October 2024

POST 34/263

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

Garden Route District

SALARY

: Grade 1: R250 947 per annum

Grade 2: R290 436 per annum

Grade 3: R313 308 per annum

CENTRE

: Pacaltsdorp CDC, George Sub-district

REQUIREMENTS

: Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with the Health Professions Council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Have a valid driver's licence. Ability to travel in the Sub District. Work after hours as needed. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures. Good numeric skills. Knowledge and/or experience in handling pharmaceutical supplies particularly in clinic environment, including appropriate cold chain practices. Knowledge of Drug Supply Management Principles. Knowledge of Good Pharmacy Practice. meticulous and attention to detail.

DUTIES

: Working under both direct and indirect supervision of a pharmacist. Manage drug supply within the facilities, including but not limited to correct ordering of stock, receiving and checking of stock, appropriate stock control and storage, rotation of stock to prevent expiry, accurate handling of expired stock, and appropriate temperature control. Dispensing and issuing of acute and chronic scripts according to Standard Treatment Guidelines and the WCGHW Pharmaceutical Code List. Issuing medication prepared by Tertiary Institutions and CDU (Chronic Dispensing Unit) and the management thereof. Collection of all pharmacy related data, ensuring accurate compilation of monthly pharmaceutical statistics return and pricing of expired stock. Support to supervisor and colleagues within the George Sub-District, within scope of practice. Ensure the provision of high-quality services measured by outcomes of quality assurance activities.

ENQUIRIES

: Mr. S Honeyborne Tel No: (044) 814-1143

APPLICATIONS

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

NOTE

: Shortlisted candidates may be subjected to a practical test and/or competency test. 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). Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed.

CLOSING DATE

: 07 October 2024

POST 34/264

: **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**

Parow Valley

SALARY

: R216 417 per annum

CENTRE

: Tygerberg Hospital

REQUIREMENTS

: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Maths Literacy and/or Accountancy as a passed subject. Experience: Appropriate experience in Supply Chain Management in a buying capacity and Bid administration. Appropriate experience in the procurement of equipment, provisioning of goods and services. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro. Appropriate experience in the planning and implementation of formal and mini contracts and the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/ skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting

Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders & contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel). Knowledge and skills of Syspro System, Electronic Procurement System(ePS), Western Cape Supplier Evidence Bank and E-Tender.

DUTIES : Facilitate and ensure effective and efficient Bid Administration. Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals, Making supplier recommendations, Correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management, Effective communication and overall responsiveness. Ensure implementation of procurement plan and assist in the demand management and procurement planning. Provide support to colleagues and supervisors (internal and external).

ENQUIRIES : Mr. E Sampson Tel No: (021) 938-5172

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

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

CLOSING DATE : 07 October 2024

POST 34/265 : **ADMINISTRATION CLERK: ADMISSIONS (X5 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Delft CHC (X2 Posts)
Symphony Way CDC (X1 Post)
Reed Street CDC (X1 Post)
Kraaifontein CDC (X1 Post)

REQUIREMENTS : Minimum educational qualification: Senior Certificate /Grade 12 (or equivalent). Experience: Appropriate experience in inpatient admissions and a Help Desk environment. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) and work overtime on short notice. Willingness to rotate within the health facility due to operational needs. Competencies (knowledge/skills): Knowledge of Primary Health Care Information System/Clinicom, Hospital Emergency Centre Tracking Information System, Tier.net. Knowledge of the PFMA and responsibilities linked to finance management. Knowledge of filing, archiving and disposal process of records.

DUTIES : Admissions of clients in different departments, open new folders, merging of folders, filing, archiving and disposal of folders. Accomplish key tasks in a competent and acceptable manner, adhere to sound professional behaviour and dress code. Ensure accurate and daily capturing on PHCIS/Tier.net/relevant electronics systems. Ensure clients are admitted according to the appointment system, assist with queue marshalling. Ensure good client relation strategies to minimize complaints. Ensure effective and efficient implementation of all applicable policies, procedures and instructions.

ENQUIRIES : Ms. ZM Cupido Tel No: (021) 834 7112 -Delft CHC
Ms. G Naude Tel No: (021) 204 9462/63 – Symphony Way CDC
Mr. M Horne Tel No: 021) 835 3277 – Reed Street CDC
Mr. S Tutu Tel No: (021) 834 7119 – Kraaifontein CHC

APPLICATIONS : Applicants apply online: 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 Admin Clerk: Admissions posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. All shortlist candidates will be subjected to a written/ practical and oral assessment.

CLOSING DATE : 07 October 2024

POST 34/266 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Northern/Tygerberg Sub-structure, Bishop Lavis CHC

REQUIREMENTS : Minimum educational qualification: Senior Certificate /Grade 12 (or equivalent). Experience: Appropriate experience in a hospital/primary health care setting. Appropriate experience in rendering a support service. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to execute duties accurately and thoroughly. Good language and minute taking skills.

DUTIES : Provide effective administrative services. Assist and relief admin, helpdesk and health information management. Provide support to the facility manager. Effective meeting management minute taking and logistical arrangements. To keep medical records up to date by filing, opening new folders, merging and archiving folders and facilitate the appointment system. Assist with queue marshalling and client care.

ENQUIRIES : Ms. B. Piedade Tel No: (021) 934-6050

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Admin Clerk: Support posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates may be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/267</u>	:	<u>ADMINISTRATION CLERK: ADMIN/FINANCE (X2 POSTS)</u> Directorate: Management Accounting
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Hospital patient fees or a health-related claims environment. Appropriate experience with medical aid/scheme claims will be an advantage. Appropriate working experience in a HIS (Health Information system)/Accounts Receivable System. Inherent requirements of the job: A valid (Code B/EB) drivers' licence (persons with a valid Learner's Licence may also apply). Willingness to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing-related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel). Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System.
<u>DUTIES</u>	:	Assist various facilities with billing of account backlogs, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS (Uniformed Patient Fee Schedule) billing procedures. Assist facilities fees departments with relevant reports for follow-up of outstanding patient accounts and invoices. Assist with submissions of EDI (Electronic Data Interchange) claims, rejections and resubmissions. Liaise with debtors, Medical Aids, and other relevant stakeholders regarding queries, stale claims and outstanding balances. Ensure submission of invoices to State Departments and assist hospitals to clear backlogs in terms of outstanding invoices. Assist with the clean-up of outstanding medical aid balances through the provision of support i.e. investigation and follow-up, or escalation, of outstanding accounts. Assist with the clean-up of outstanding medical aid balances by providing the relevant reports i.e. distribute reports (BD006) to hospitals, or similar reports to medical schemes.
<u>ENQUIRIES</u>	:	Ms L Ismail at (072) 601-6586
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.
<u>CLOSING DATE</u>	:	07 October 2024
<u>POST 34/268</u>	:	<u>ADMINISTRATION CLERK: SUPPORT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative support experience, Appropriate experience within a Quality Assurance and Allied Health department in the Department of Health and Wellness. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom, SINJANI, Ideal Clinic, LOGIS) and typing proficiency. Good planning, organisational, and data management skills.
<u>DUTIES</u>	:	Effectively provide office and administrative support services to Quality Assurance and Allied Health Heads of Department. Capture all required data and maintain relevant statistical data. Provide meeting secretarial support to relevant components. Assist with Complaint, Compliment, and Suggestion management. Assist with relevant surveys, audits and awareness campaigns.
<u>ENQUIRIES</u>	:	Ms. Nadine Jacobs Tel No: (021) 3701105
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	07 October 2024

- POST 34/269** : **STAFF NURSE GRADE 1 TO 3 (INTENSIVE UNIT AND PAEDIATRIC WARD) (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** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as an Enrolled Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as an Enrolled Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
- DUTIES** : Facilitate the provision of health care and education according to individual needs of patients, family and community. Effective utilization of physical and financial resources. Effective record keeping. Carry out advanced procedures safely and competently. Maintain professional growth, ethical standards and self-development.
- ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485
- APPLICATIONS** : Applications are submitted online via 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 similar vacant posts within the Department for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 07 October 2024
- POST 34/270** : **ARTISAN ASSISTANT**
Chief Directorate: Rural Health Services
- SALARY** : R183 279 per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirements of the job: Willing to work overtime if requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards.
- DUTIES** : Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Assist and perform preventative maintenance on plant and equipment. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
- ENQUIRIES** : Mr C van der Westhuizen Tel No: (023) 348-1199
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates will be subject to a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 07 October 2024
- POST 34/271** : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R183 279 per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7) or equivalent qualification. Experience: Appropriate experience in a large-scale Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Effective communication skills- written and verbal. Competencies (knowledge/skills):

The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Computer literate in Microsoft Word and Excel.

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES : Mr R. Broekhuizen Tel No: (021) 918-1385

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

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

CLOSING DATE : 07 October 2024

POST 34/272 : **NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)**
West Coast District

SALARY : Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE : Vredendal Hospital, Matzikama Sub-district
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

DUTIES : Assist and support patients with activities of daily living and physical self-care, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide elementary clinical nursing care to patients under the supervision of the Professional Nurse. Maintain professional growth and ethical standards and seek learning opportunities.

ENQUIRIES : Mr LK Wagenaar Tel No:(027) 213-2039

APPLICATIONS : Applications are submitted online via 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. 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 : 07 October 2024

POST 34/273 : **NURSING ASSISTANT GRADE 1 TO 3 (SPINAL WARD)**
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 : Western Cape Rehabilitation Centre, Ward C Spinal Rehabilitation
REQUIREMENTS : Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/ recognizable experience in nursing after

registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Interpersonal skills. Ability to work in a multi-disciplinary team. Enhance patient care through the implementation of SOP's, policies and guidelines. Appropriate experience in a hospital setting.

DUTIES

: Provide quality basic nursing care. Provide elementary clinical nursing care. Assist patients with activities of daily living which includes Patient Hygiene, Nutritional Status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self – Development. Provide ongoing health education to patient and next of kin. Record Keeping.

ENQUIRIES

: Mr. MY Ebrahim Tel No: (021) 370-2388

APPLICATIONS

: Applications are submitted online via 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)”. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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

: 07 October 2024

POST 34/274

: **NURSING ASSISTANT GRADE 1 TO 3 (X3 POSTS)**
West Coast District

SALARY

: Grade 1: R165 177 per annum
Grade 2: R192 675 per annum
Grade 3: R227 070 per annum

CENTRE

: Vredenburg Hospital, Saldanha Bay Sub-district

REQUIREMENTS

: Minimum Educational Qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Current registration with the SANC as Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' appropriate/recognisable experience after registration with the SANC as Nursing Assistant. **Grade 3:** A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good communication skills (written and verbal).

DUTIES

: Assist patients with activities of daily living. Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team. Effective utilisation of resources.

ENQUIRIES

: Ms RT Williams Tel No: (022) 709-7278

APPLICATIONS

: Applications are submitted online via 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)”. Shortlisted candidates will be subjected to a written/practical and oral assessment. 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

: 07 October 2024

POST 34/275

: **FOOD SERVICES AID (X3 POSTS)**
Chief Directorate: Rural Health Services

SALARY

: R131 265 per annum

CENTRE

: George Regional Hospital

REQUIREMENTS

: Minimum requirement: Basic Numeracy and literacy skills. Experience: Appropriate experience in an Industrial Food Service unit. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Incumbent must be physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health facilities and Home Environment and Health and Safety policies.

Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service unit. Knowledge with regards to the functioning of a hospital milk kitchen.

DUTIES : The preparation and distribution of milk feeds to the wards, according to the prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk supplies. Maintain record keeping and statistics of food and milk deliveries to the wards. Pre-prepare and prepare, dish-up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen, including for the use of apparatus and equipment, and washing of crockery, cutlery, and cooking utensils. Maintain safety measures for apparatus and equipment and report broken apparatus and equipment.

ENQUIRIES : Ms MJ Greyling Tel No: (044) 802-4423

APPLICATIONS : Applications are submitted online via 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 assessment.

CLOSING DATE : 07 October 2024

POST 34/276 : **MESSENGER**
Garden Route District

SALARY : R131 265 per annum

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of personnel and goods in a Health Facility set up. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Must be Physically fit to perform duties, to lift and load heavy items, be of sober habits. Must do standby and work overtime after hours, including weekends and holidays.

DUTIES : Sort and distribute incoming and outgoing mail daily. Deliver and collect patient folders to and from various departments. Record all folders received in Medical Records and retrieve both current and archived patient folders. Assist with general administrative duties. Support to supervisor.

ENQUIRIES : Mr SR Papa Tel No: (044) 203-7200

APPLICATIONS : Applicants apply online: 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 do a practical test.

CLOSING DATE : 07 October 2024

POST 34/277 : **MESSENGER: SUPPORT SERVICES**

SALARY : R131 265 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in messenger service delivery. Competencies (knowledge/skills): Good Interpersonal and communication skills. Physically fit and able to be on your feet for long periods.

DUTIES : Collecting and delivery of posts (i.e. letters, memos, etc.), folders, x-rays, case notes and any other documentation. Assist Ward Clerks to locate patient folders throughout the entire Hospital. Deliver and collect blood specimens, blood hampers, or any other blood related products (i.e. Plasma), etc. Collect medication at Pharmacy as well as assisting with the collection of Folders from Medical Records department. Perform relief duties as well as basic record-keeping of all documentation.

ENQUIRIES : Ms F Zaba Tel No: (021) 404-5037

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

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

CLOSING DATE : 07 October 2024