

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

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

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**OTHER POSTS**

**POST 39/159** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Lentegeur Hospital (This is a joint appointment with the University of Cape Town and the University of Stellenbosch)

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with the Health Professions Council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. It will be expected of the Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Support and influence clinical and corporate governance in the Lentegeur Catchment Area Ecosystems. Lead and manage Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Psychiatric Hospital, and the Lentegeur Catchment Area. Lead Clinical Service Delivery within the broader sphere of the delivery of effective healthcare services with the available resources as per the mandate and AOP for the Province and Lentegeur Catchment Area. Assure Clinical Governance and Quality in the provision of safe and desired quality patient care as per quality assurance indicators, incorporating the highest standards of service delivery, research and teaching (Psychiatric and MDT) at LGH and the Lentegeur Catchment Area. Take custodianship of the development of an integrated academic supportive unit as defined by the regulations of the affiliated Universities regulations which oversees the provision of related teaching and research outputs. Conduct relevant research and have your own research and teaching portfolio. Head the Clinical Psychiatric services at Lentegeur Hospital and provide supervisory oversight of the Lentegeur Hospital team. Provide clinical leadership to the Lentegeur Catchment Area. Take responsibility for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment, and rehabilitation programmes within the institution and the catchment area. Provide an effective psychiatric consultation service and outreach to the Lentegeur Hospital Catchment Area. Be accountable to the CEO of Lentegeur Hospital for the performance of clinical services, clinical governance, and the management of human and financial resources. Perform clinical and operational duties as required.

**ENQUIRIES** : Mr W Caesar Tel No: (021) 370-1401  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/160** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
West Coast District

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

**CENTRE** : Vredenburg Hospital, Saldanha Sub-District

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3-year appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid Code B/EB/C1 driver's licence and willingness to travel Willingness and skills to do after hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical and support services.
<b><u>DUTIES</u></b>	:	Strategic and operational management of the Health Services in the Saldanha Sub-District. Management and governance of clinical and clinical support services. Effective and sustainable management of finances and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
<b><u>ENQUIRIES</u></b>	:	Dr van Schalkwyk Tel No: (022) 487-9210
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/161</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (FAMILY MEDICINE)</u></b> (4 Year Contract) West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Vredenburg Hospital, Saldanha Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Family Medicine. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Family Medicine. <b>Grade 2:</b> 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 Family Medicine. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Family Medicine. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Knowledge of a population health approach to delivering integrated family medicine and primary care services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, community engagement, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop innovations which can result in positive changes to health outcomes.
<b><u>DUTIES</u></b>	:	Specialist family medicine care to patients (all age groups) within the Saldanha Bay Sub District. Leading community-oriented primary care initiatives in the Saldanha Bay Sub district Participate in clinical governance of a growing integrated district family medicine health service. Teaching and clinical supervision of junior and allied health practitioners, generalists and medical students within the Saldanha Bay Sub District.
<b><u>ENQUIRIES</u></b>	:	Dr J van Schalkwyk Tel No: (022) 709-7287
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 similar vacant posts within West Coast District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/162</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum

		Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.
<b><u>DUTIES</u></b>	:	Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof S Chetty, email: <a href="mailto:seanchetty@sun.ac.za">seanchetty@sun.ac.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	"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)".
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/163</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Radiology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. <b>Grade 3:</b> A minimum of 10 years appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Inherent requirement of the job: 40-hour work week plus overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Efficient, effective, and appropriate assessment diagnosis, investigation, technical skills and treatment in inpatient, outpatient, and emergency contexts. Communication skills including report generation, letter writing, consultation, verbal skills, liaison with support service, nursing and Professions Allied to Medicine. Work commitment including willingness to volunteer, teaching and training/supervision of junior staff, research and outreach. Ability to work in a team. Computer literacy and the ability to develop and work with databases.
<b><u>DUTIES</u></b>	:	To provide full time diagnostic radiology services to patients accessing care at RCWMCH, ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After hours cover as a specialist radiologist for children at RCWMCH. Active participation in all the activities of the division including participation in multidisciplinary clinical meetings, teaching and supervising radiology registrars in training and other healthcare personnel. Where applicable, involved in research in the field, audits and outreach to other institutions on the health care platform.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr T Pillay Tel No: (021) 658-5101, email: <a href="mailto:Tanyia.Pillay@westerncape.gov.za">Tanyia.Pillay@westerncape.gov.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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).
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/164</u></b>	:	<b><u>MANAGER: PHARMACEUTICAL SERVICES</u></b> Garden Route and Central Karoo Districts
<b><u>SALARY</u></b>	:	R1 253 415 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Garden Route District Office Minimum educational qualification: Basic qualification accredited with the SA Pharmacy Council (SAPC) that allows registration with the SAPC as Pharmacist. Registration with a Professional Council: Registration with the SA Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Leadership and management experience. Training and experience in Medicine Management. Strong leadership skills with regard to management, organisation and strategic planning. Project management skills and Computer Literacy. Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Ability to cope under pressure and maintain a high standard of professionalism.
<b><u>DUTIES</u></b>	:	The overall management of pharmaceutical services in the Garden Route and Central Karoo Districts. Strategic planning and implementation regarding pharmacy staff needs in the Garden Route Districts. Planning of pharmaceutical budget and monitoring of pharmaceutical expenditure in the Garden Route Districts. Monitor and evaluate the implementation of Pharmacy related National, Provincial and District policies in the Garden Route and Central Karoo Districts. Monitor and evaluate the standard of pharmaceutical service delivery in the Garden Route and Central Karoo Districts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr VZ Brickles Tel No: (044) 803 – 2700
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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).
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/165</u></b>	:	<b><u>CHIEF ENGINEER GRADE A</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 200 426 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate degree in electrical or mechanical engineering (B. Eng/ BSc. Eng). Registration with a Professional Council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: A minimum of 6 years post qualification experience required as a registered Professional Engineer. Inherent requirements of the job: A valid Code EB/B driver's license. Working outside normal hours per, travel and stay away from home. Competencies (knowledge/skills): Able to write, understand and interpret specifications for electrical and medical equipment and apply this to procurement. Able to prepare policy reports, submissions and presentations. Able to plan and execute research in related fields. Able to train and transfer knowledge and skills. Good planning, organising, people- and performance management skills. Excellent communication skills (written and verbal). Computer literacy, particularly in MS Office (MS Word, Excel, Outlook, PowerPoint). Be fit and able to climb onto, over and under machinery and services for the purpose of inspecting, repairing, or adjusting. Extensive experience in the maintenance and operation of machinery and electrical systems. Extensive experience in Hospital engineering. Experience in the functioning of medical equipment and the application of health technologies. Experience in personnel management. Occupational Health and Safety Act (Act 85 of 1993). Hazardous Substances Act (Act 15 of 1973. Understanding of the Comprehensive Health

Services Plan of the Department International Hospital Engineering Standards. Public Finance Management Act (Act 1 of 1999). Treasury Regulations, Treasury Practice Notes and Circulars, Accounting Officer System. Public Service Act and Regulations. Labour Relations Act and Regulations.

- DUTIES** : Manage the provision of effective, efficient and affordable engineering services through inspections, maintenance, repair, training, evaluation and modification. Serve as the competent person in terms of the Occupational Health and Safety Act (regulations pertaining to electrical and mechanical installations) and provide occupational and equipment safety services. Provide engineering input regarding construction projects and technical feedback to hospital management. Management of the allocated financial and human resources to achieve the pre-determined performance indicators and service delivery imperatives. Contract management in terms of putting Engineering contracts in place and management thereof.
- ENQUIRIES APPLICATIONS** : Dr M Mukosi Tel No: (021) 938-4136
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : A practical/competency test may form part of the shortlisting and/or interview process.  
08 November 2024

**POST 39/166** : **REGISTRAR (MEDICAL: FAMILY MEDICINE) (X2 POSTS)**  
West Coast District  
(4-Year Contract)

- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Vredenburg Hospital, Saldanha Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Willingness to work overtime. Commuted overtime is compulsory. Competencies (knowledge/skills): Computer literacy (i.e., MS Word, Excel, PowerPoint and internet research). Excellent verbal and written communication skills. Good interpersonal and time-management skills.

- DUTIES** : Clinical service provision, including participation in community -orientated primary care activities. Participate in the Teaching program, including in-service capacity building of staff and supervision of health science students. Research and Professional Development (incl. completion of MMED mini dissertation). Effective Clinical Administration in patient records and patient reports as part of the clinical governance activities.

- ENQUIRIES APPLICATIONS** : Dr J van Schalkwyk Tel No: (022) 709-7287
- Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

- NOTE** : No payment of any kind is required when applying for this post. Registrars will be required to register as post-graduate students with the applicable University of Cape Town according to the requirements for the discipline in the yearbook and guidelines. Applications will also be considered for similar posts that becomes vacant in the West Coast District for a period of 3 months.

**CLOSING DATE** : 08 November 2024

**POST 39/167** : **PHARMACY SUPERVISOR GRADE 1**  
Chief Directorate: Metro Health Services

- SALARY** : Grade 1: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

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

- DUTIES** : Overall responsibility for pharmaceutical service delivery at Khayelitsha Community Health Centre in line with statutory requirements, Western Cape Government regulations and circulars. Overall responsibility for the provision of quality pharmaceutical care to patients by monitoring work procedures, ensuring compliance to provincial code list, managing clinical service delivery by the pharmacy department and providing information to prescribers and other healthcare workers at the facility. Effective management of human resource functions for the pharmacy. Provide strategy and support to ensure effective and efficient functioning of pharmacy services.

Overall responsibility for pharmaceuticals supplies management at Khayelitsha Community Health Centre by ensuring safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Responsible for pharmaceutical expenditure which includes monitoring, evaluation and analysis of expenditure trends and implement strategies to control expenditure within financial prescripts. Overall responsibility for the submission of pharmaceutical data for the hospital and ensure representation of pharmacy services at all relevant meetings.

- ENQUIRIES** : Mr D Grootboom Tel No: (021) 360-5207
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical; oral and competency assessment.
- CLOSING DATE** : 08 November 2024
- POST 39/168** : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA AND EMERGENCY) (X2 POSTS)**
- 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** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professional Council as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work commuted overtime (compulsory). Competencies (knowledge/skills): Ability to render high quality emergency care for Primary Tertiary and Secondary trauma adult and paediatric patients. Ability to render high quality teaching and training in emergency medicine and trauma to junior (community service) medical officers, interns and medical students. Ability to communicate effectively. Able to work in an integrated multi-disciplinary team under pressure in a high-volume high stress environment. Basic computer literacy, administrative and IT skills. Completion of community service, and appropriate and sufficient experience in the evidence-based emergency management of acutely unwell and injured patients.
- DUTIES** : Clinical services: effective and efficient patient management, clear documentation, evidence-based approach to patient management. Leadership: teaching undergraduate students, interns and community service medical officers, team management, floor management. Willingness to participate in audits, research and quality improvement projects. Professionalism: administration, work ethic, communication (written and verbal).
- ENQUIRIES** : Dr H Lategan [hendrickjlategan@sun.ac.za](mailto:hendrickjlategan@sun.ac.za), Dr E Erasmus [elaine.erasmus@westerncape.gov.za](mailto:elaine.erasmus@westerncape.gov.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
- CLOSING DATE** : 08 November 2024
- POST 39/169** : **MEDICAL OFFICER GRADE 1 TO 3**  
Chief Directorate: Emergency and Clinical Services Support
- 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Forensic Pathology Services, George
	:	Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with the Health Professions Council: Registration with the Health Professional Council as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' experience Medical Practitioner with the HPCSA in respect of SA qualified employees. 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' experience Medical Practitioner with the HPCSA in respect of SA qualified employees. 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Will be required to perform work duties outside normal working hours and away from base of employment. Competencies (knowledge/skills): Above average ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Exposure to post mortems, autopsy work and dissection after completion of your primary medical qualification. Deliver expert testimony in court. Ability to do the Diploma in Forensic Pathology. Knowledge of the functioning of a Forensic Pathology Department. Ability to teach medical students, Forensic Pathology Officers and Medical Staff. Good interpersonal skills including effective service delivery within a group situation at all levels of authority. Appropriate experience in post internship trauma related cases.
<b><u>DUTIES</u></b>	:	Perform Postmortems at Medical Officer level, completion of investigations and documentation in relevant cases, and oral evidence in judiciary proceedings related thereto. Expert evidence in court related to above cases as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Head: Clinical Unit and Medical Specialist in all aspects required. Guidance of Forensic Pathology Officers with regard to performance of post mortems. Assist with teaching and training of Medical, Criminal investigation and justice groups in medico-legal autopsies and related investigations.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. C Hattingh, email: ( <a href="mailto:Christa.Hattingh@westerncape.gov.za">Christa.Hattingh@westerncape.gov.za</a> )
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for these posts. Candidates who are not on possession of the stipulated registration requirements may also apply. Such candidates will only be considered for the appointment on condition that proof of application for registration with 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)".
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/170</u></b>	:	<b><u>REGISTRAR (MEDICAL) (NEUROSURGERY)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's license. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Competencies (knowledge/skills): FCS (Neurosurgery) Primary Examination passed. Current Advanced Trauma Life Support (ATLS) certification. Experience as a Medical Officer in a recognized Neurosurgery training unit is advantageous. Strong advantages include Surgical experience. Research experience (particularly with publications). Additional postgraduate qualifications or certificates. Evidence of effective leadership, communication, and interpersonal skills (as demonstrated in CV and references). Proficiency in neurosurgical patient care, including peri-operative management, trauma, and critical care.
<b><u>DUTIES</u></b>	:	Provision of safe and effective neurosurgical care to patients. Provision of care to neurosurgical patients in both outpatient an in-hospital setting. Comprehensive peri-operative care of neurosurgical patients, including in the Intensive Care Unit (ICU). Participate in trauma and emergency care related to neurosurgery. Attend regular tutorials and assist with the training of interns, medical students, nursing and allied staff. Take part in on-site after-hours duties relating to the care of acute patients and inpatients. Involvement in research and audits, particularly in neurosurgical techniques and patient outcomes.

<b><u>ENQUIRIES</u></b>	:	Ms V De Jager Tel No: (021) 938-5194
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/171</u></b>	:	<b><u>REGISTRAR (MEDICAL) (ANAESTHESIOLOGY) (X9 POSTS)</u></b> (4 Year Contract)
<b><u>SALARY</u></b>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after-hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Competencies (knowledge/skills): Diploma in Anaesthesia [DA(SA)] successfully completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate Anaesthesiology experience.
<b><u>DUTIES</u></b>	:	Provision of safe medical care to patients in the operating theatres and Intensive Care Units at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital and associated training hospitals. Perform onsite after-hours duties as per call roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Anaesthesiology specialist. Involvement in research/audits relating to Anaesthesia, Critical Care, Pain and Peri-operative Medicine.
<b><u>ENQUIRIES</u></b>	:	Prof S Chetty Tel No: (021) 938-9226
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	08 November 2024



<b><u>POST 39/172</u></b>	:	<b><u>PHARMACY SUPERVISOR GRADE 1</u></b> Overberg District
<b><u>SALARY</u></b>	:	R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Grabouw CHC
	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registered with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the South African Pharmacy Council (SAPC). Inherent requirements of the job: Valid Code (B/EB) drivers' license and willingness to travel in the subdistrict. Willingness to work overtime when and if required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Innovative analytical thinking and ability to initiate, co-ordinate, manage and sustain programs. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Relevant experience in primary health care platform and supervision will be beneficial.
<b><u>DUTIES</u></b>	:	Ensure efficient functioning of pharmaceutical services at the CHC and clinics within the subdistrict, including compliance to policies and legislation. Effective monitoring of and reporting on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Manage the Chronic Dispensing Unit (CDU) and Private Provider processes. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Human Resource Management which includes disciplinary processes, performance management processes and staff development. Promote rational medicine use and chairing of Sub-District Pharmacy and Therapeutic Committee Meetings.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Dr T Pillay Tel No: (028) 212 1070
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will be subject to a Competency test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/173</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Northern/Tygerberg Sub-structure
	:	Minimum educational qualification: Appropriate 3-year Degree or National Diploma in the field of Human Resource Management. Experience: Appropriate operational background and management experience of People Management practices in supporting health services. Appropriate supervisory and management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Values - centered leadership guiding expert knowledge of public sector policies and directives for person-centric practice within complex context. Excellent planner and communicator who collaborates across an inter-disciplinary executive team using critical thinking, data analysis and adaptive learning to problem solve, enable informed decision making and monitor policy implementation. Works strategically and operationally in multi-levelled and fast-paced organisation, proving responsive PM expertise to employees and managers across a diverse health facility platform through effective teamwork, conflict resolution, mediation and interpersonal skills. Strong computer literacy (Excel, PowerPoint, Word and Outlook) to draft executive reports and formal submissions.
<b><u>DUTIES</u></b>	:	Provide professional and specialized support to the Sub-structure Director and executive team regarding establishment management (extensive knowledge of PERSAL recommended). Provide management support with regards to the compilation and control of the personnel budget of the Sub-structure, Implement and monitor management and labour relations policies and plans e.g. Human Resource Plan, Performance Management, Improvement Plans and Workplace Skills. Ensure effective and efficient personnel administration service to the Sub-Structure office and Primary Health Care Platform. Manage transversal sub-structure priorities based on Monitoring and Evaluation of performance management Indicators for good corporate governance and continuous quality improvement in People Management.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	:	Dr M Phillips Tel No: (021) 815-8854
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024

<b><u>POST 39/174</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Garden Route District
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE</u></b>	:	George Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a Professional Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. 1-year 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. <b>Grade 2:</b> A minimum of 5 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 6-years 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. <b>Grade 3:</b> A minimum of 13 years appropriate experience after registration as a pharmacist with the SAPC in respect of SA qualified employees. 14-years 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: Valid (Code B/EB) driver's license. Willingness to travel extensively in an expansive Sub-District. Willingness to Indirectly Supervise Pharmacist's Assistants working in Primary Health Care Dispensaries. 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. Proficient in the use of MS Office applications (including Excel, Word, PowerPoint, Outlook and Teams) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists and Treatment Guidelines. Ability to work in a team environment with rotating duties, in the pharmacy and greater Sub-District. Good communication and interpersonal skills. Experience in improving remote pharmacy governance and support systems in rural facilities. Experience in working as a member of a multidisciplinary team. Ability and willingness to supervise, tutor and train staff.
<b><u>DUTIES</u></b>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC regulations, National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Promotion of rational drug use. Managing, maintaining and improving an effective acute and chronic prescription medicine supply system to remote rural facilities without pharmacies. Manage, assess and monitor compliance w.r.t good pharmacy practice, Ideal Clinic and National Core Standards. Supervising and supporting indirectly supervised Pharmacist Assistants for them to be employed to their full scope of practice. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary health setting.
<b><u>ENQUIRIES</u></b>	:	Mr S Honeyborne Tel No: (044) 814-1142
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 similar vacant posts within George Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/175</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (AREA)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R656 964 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha/Eastern Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council

as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and Midwife. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.

**DUTIES** : Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Khayelitsha/ Eastern Sub-district Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.

**ENQUIRIES** : Ms C Steyn at (082) 650 1049  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 November 2024

**POST 39/176** : **ASSISTANT MANAGER NURSING (AREA)**  
 Chief Directorate: Metro Health Services

**SALARY** : R656 964 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or Equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognizable nursing experience after Registration as Professional with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Inherent requirements of the job: Ability to work shifts, including weekends, Public holidays when required. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Word and Excel) and report writing skills. Demonstrate an in-depth knowledge of nursing, public service legislation, human resources and financial management. Good interpersonal, leadership, communication skills and a strong sense of responsibility.

**DUTIES** : Effective adherence to quality improvement strategies in the execution of quality nursing care and clinical governance. Effective management of human and financial resources and compliance to policies, protocols and practices. Manage and ensure the provision of leadership, management governance and the supervision of nursing services. Provision of holistic and quality nursing care within the parameters of professional, legal and ethical practices.

**ENQUIRIES** : Ms JE Isaacs Tel No: (021) 503-5077  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant 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 oral assessment and competency assessment.

**CLOSING DATE** : 08 November 2024

**POST 39/177** : **OPERATIONAL MANAGER NURSING (SPECIALTY: MATERNITY AND NEONATAL)**  
 West Coast District

**SALARY** : R656 964 per annum  
**CENTRE** : Swartland Hospital, Swartland Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least one year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic Advanced Midwifery and Neonatal Nursing Science.

**DUTIES** : Managing, planning, co-ordinating and maintain an optimal, specialised nursing in an Obstetric setting. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Initiate and participate in training and research Provisioning of Support service to the Nursing Service Maintain professional growth/ethical standards and self-development.

**ENQUIRIES** : Ms L Julius Tel No: (022) 487-9204  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be expected to do a competency-based assessment and practical test.  
**CLOSING DATE** : 08 November 2024

**POST 39/178** : **DEPUTY DIRECTOR: INTEGRATED FACILITIES MANAGEMENT COORDINATOR (5/8TH POST)**  
Directorate: Facilities Management

**SALARY** : R531 063 (5/8th) 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 qualifications: Undergraduate degree in Commerce or Law. Experience: Appropriate experience at a Senior Level specifically including exposure to commercial law and contract management and facilities services. Competencies (knowledge/skills): Understanding the WCGHW strategic needs and goals. Knowledge of the WCGHW departmental structures, strategic policies and reports. Public administration. Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources. Meeting deadlines under pressure. Monitoring and evaluation methods, tools and techniques. Relationship Management.

**DUTIES** : Assist the department with Public Private Partnerships (PPP's) initiatives and agreements for e.g., the Tygerberg Hospital PPP, and with exit strategies. Assist the department with the Integrated Facilities Management (IFMS) Program and with IFMS Sites. Draft agreements (SLA's, MOA's, Letters of Undertaking, Implementation Protocols, Renewals and Extensions, and Powers of Attorney) in the furtherance of Departmental Projects, Tenders, Donations, and Collaborative Initiatives. Assist in the Standardisation of External Estate Partners on WCGHW Facility Grounds. This includes the formalisation of SLA's for payment of utilities (Water and Electricity usage) and terms of On-Site Occupation. Liaising with the Department of Infrastructure for Lease Agreements. WCGHW Estate Management Policy Development. Implement the WCGHW Policy Framework on State Residential Accommodation. Act as an intermediary between the Chief Directorate: Facilities and Infrastructure Management (FIM) and Corporate Legal Services. Training of Facility Managers in Estate Contract Management including Lawful Eviction Processes.

**ENQUIRIES** : Dr A Kharwa Tel No: (021) 918-1635  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 November 2024

**POST 39/179** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT: POST NATAL WARD)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R520 560 per annum  
**CENTRE** : Mitchell's Plain District Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) 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 / recognizable experience in nursing after registration as Professional nurse with the SANC in General nursing. Inherent requirement of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays and night duty relief and overtime should the need arise. Competencies (knowledge/skills): Ability to work under pressure and in a multi - disciplinary team context. Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. In depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point).

**DUTIES** : Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

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

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/180</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 (Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 speciality after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Inherent requirements of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Operating theatre. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Operating Theatre. Supervise, co-ordinate and ensure the provision of an optimal, holistic and specialized nursing care within the operating theatre. Utilize human, material and physical resources efficiently and effectively. Practice within the realms of IPC, OHAS, Risk Management, Quality Assurance, GSH hospital protocols, procedures and policies. Provision of effective support to the Nursing Manager and maintain own professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms J Watson Tel No: (021) 404-5161
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a compulsory competency test. 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: Operating Theatre. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical & Surgical Nursing Science: Operating Theatre. The pool of applicants will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/181</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Alma CDC, Mossel Bay Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the 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 SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent

requirements of the job: A valid (Code B/EB) driver's licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Good Communication skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : Assist with management of clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's Collect data and submit reports on or before time. Provide PHC services to the surrounding farming communities. Assist with the management of human resources under supervision.

**ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604-6106

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required 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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/ oral assessment.

**CLOSING DATE** : 08 November 2024

**POST 39/182** : **ASSISTANT DIRECTOR: HR (PEOPLE AND FACILITY MANAGEMENT)**  
Garden Route District

**SALARY** : R444 036 per annum

**CENTRE** : Harry Comay Hospital, George Sub-district and Uniondale Cluster

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management and/or appropriate experience /exposure to Facility Management/Support Service Management in a Hospital setting. Appropriate management and supervisory experience. Appropriate PERSAL experience. Appropriate experience in Contract Management and performance management of Outsource Services. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Complex problem-solving skills. Judgement and decision-making skills. Excellent computer skills in MS Office packages.

**DUTIES** : Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Strategic, operational and financial management of all Support Services including Waste Management, Linen, Transport, Porters, Telecommunications and Outsourced Services (Catering, Cleaning, Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Management of all aspects on Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Support to Supervisor.

**ENQUIRIES** : Dr Z North Tel No: (044) 814 - 1126

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

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

**CLOSING DATE** : 08 November 2024

**POST 39/183** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R444 036 per annum

**CENTRE** : Emergency Medical Services, People Management (premises of Karl Bremmer Hospital)

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma\Degree or equivalent NQF6 qualification in the Human Resource related field. Experience: Appropriate supervisory experience. Appropriate experience in Service Conditions. Appropriate experience In Pension Benefits. Appropriate experience In Leave Administration. Appropriate experience in PERSAL. Inherent requirements of the job: Valid driver's licence. Computer literacy Microsoft Package.

Ability to travel throughout the province. Perform over time duties when required. Competencies (knowledge/skills): Proven ability to sustain professional relationships and co-ordinate HR practices over a wide geographical area. Good problem-solving, decision-making, planning and organizational skills, strong leadership skills and can maintain confidentiality. Ability to work under pressure and to meet deadlines. Ability to work independently and promote team cohesion. Knowledge of applicable HR legislation, regulations and delegations.

- DUTIES** : Co-ordinate, supervise and plan all personnel administration tasks and manage the full range of administrative functions relating to service conditions and benefits, pension administration and leave administration. Coordinate and ensure compliance to Departmental PM policies and prescripts and manage internal and external audit investigations, inclusive of extracting and analyzing PERSAL reports. Provide an optimal advisory service and ensure the correct application of policies and practices w.r.t all people management matters to EMS management and staff, across the Western Cape Province. Analyze, interpret, evaluate and provide solutions for complex HR problems. Investigate and respond to grievances as received from the EMS Employee Relations component. Responsible for the supervision and continuous staff development of the administrative staff under your control. Co-ordinate, facilitate and provide PM related information sessions for staff, supervisors and managers.
- ENQUIRIES APPLICATIONS** : Ms L Meter Tel No: 021) 944-9220, email: [liesl.meter@westerncape.gov.za](mailto:liesl.meter@westerncape.gov.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
- CLOSING DATE** : 08 November 2024
- POST 39/184** : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum
- CENTRE REQUIREMENTS** : Stikland Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with the Health Professions Council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 11-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist. Minimum of 21-year relevant experience after registration with the HPCSA as an Occupational therapist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant acts, policies and procedures. Understanding of evidence-based practice and knowledge of PSR model in a Mental health environment. Computer literacy.
- DUTIES** : Provide evidence based Clinical Service within in a Mental health setting in accordance with prescribed requirements and protocols. Conduct assessments and implement treatments plans within allocated areas. Administration related to clinical service delivery. Ensure effective resource management. Ensure continued professional development by staying abreast with developments within the profession.
- ENQUIRIES APPLICATIONS** : Ms Y Louw Tel No: (021) 940-4590
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert.
- CLOSING DATE** : 08 November 2024

**POST 39/185** : **CHIEF FORENSIC OFFICER**  
Emergency and Clinical Services Support

**SALARY** : R376 413 per annum  
**CENTRE** : Forensic Pathology Service, Worcester Laboratory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive Forensic Pathology Operational Experience. Appropriate Supervisor experience in a Forensic Mortuary. Appropriate People Management, Supply Chain Management and Finance Management experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc.). Will be required to wear a uniform. Will be required to work standby and overtime. Will be required to travel for long periods of time when required. Will be required to assist in the planning/training of major incident exercises as well as involvement in major incident roles. Will be required to investigate and gather evidence for Pathologist (statements, reports, hospital notes and folders). Computer and software literacy in at least MS Excel and Word. Competencies (knowledge/skills): Competent in numerical assessment, planning, forecasting, and checking (procurement, stores, claims, etc.). Ability to work independently and within a team when required. Ability to achieve and maintain good interpersonal and working relations with staff and clients, with knowledge of the core values of the Department. Knowledge and application of policies. Ability to communicate clearly and discreetly in person and in writing. Ability to work under pressure, meet deadlines and solve complex problems in a multi-disciplinary team.

**DUTIES** : Ensure clinical service delivery transformation. An effective identification & forensic autopsy process rendered in accordance with set standards and guidelines. An effective and efficient Management of unknown corpses. An efficient support service to the manager with regard to corporate governance functions of the Forensic Pathology Laboratory. Ensure sound management of assets and finance. Ensure the establishment and maintenance of health infrastructure and technology to support service.

**ENQUIRIES** : Ms K Van Der Berg, email: [Karen.Vanderberg@westerncape.gov.za](mailto:Karen.Vanderberg@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisting candidate's will be subjected to a practical test and may be subjected to a psychometric test. Candidates will be subjected to a security clearance prior to appointment.

**CLOSING DATE** : 08 November 2024

**POST 39/186** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)**  
Chief Directorate: Rural Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate supervisory experience. Appropriate experience in Revenue and/or Patient Administration environment. Inherent requirements of the job: A Valid (Code B/EB) driver's license. Willingness to travel and work after-hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, Outlook) and practical workable knowledge of AR (Accounts Receivable), BAS (Basic Accounting System) and Hospital information systems. Knowledge of the PFMA, Hospital Fees Memorandum Chapter 18, including patient administrative related policies, handling of state monies and receipts, procedures, practices and (UPFS) Uniform Patient Fee Schedule. Good supervisory, interpersonal, leadership and communication skills and strong sense of responsibility. Good organisational and administrative skills and the ability to function in a team and under pressure.

**DUTIES** : Manage overall performance of Patient Administration Services and Fees Department. Responsible to interpret, communicate, implement finance instructions, revenue notices, standard operating procedures and Public Finance Management Act. Minimise financial risk and effectively manage revenue debt and budget control and complete and submit monthly reports and provide strategic inputs. Conduct and attend meetings and forums with stakeholders. Ensure effective Human Resources Management: disciplinary procedures as well as supervision and evaluation of personnel under your control.

**ENQUIRIES** : Mrs Shiella Gcwabe Tel No: (023) 348-6458  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/187** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (GOVERNANCE - TRAINING AND DEVELOPMENT)**  
Directorate: Supply Chain Management (Governance)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office: Bellville



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience within a government SCM environment. Appropriate experience of procurement prescripts related to Goods, Services. Appropriate training or facilitation experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions. Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract. Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems.
<b><u>DUTIES</u></b>	:	Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms. L Khan Tel No: (021) 834-9047
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/188</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Overberg District
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Caledon Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in Human Resources administration (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Relevant experience in Supervision. Inherent requirement of the job: Valid driver's licence. Competencies: Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Fudu Tel No: 028) 212-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/189</u></b>	:	<b><u>DIETICIAN GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R574 785 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a Professional Council: Registration with Health Professions Council of South Africa (HPCSA) as a Dietician. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Dietician in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as a Dietician in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as Dietician in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Required to accumulate Continuing Professional Development points for continued registration with HPCSA. Willingness to conduct outreaches to local clinics, community day/ health centres and communities. Driver's license Code B/EB. Willingness to work overtime. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Good interpersonal, communication and organisational skills. Skills should include computer literacy, facilitation, presentation and project coordination.
<b><u>DUTIES</u></b>	:	(Managing burden of disease by improving nutrition in the early life and late life course to all patients. Provide community outreach, conduct projects and activities by rendering a therapeutic service. Capacitated workforce - provide in-service training and mentoring of all categories of personnel and students on nutrition related topics to. General administration including assisting with planning, reporting activities conducted, and monitoring of nutritional programmes.
<b><u>ENQUIRIES</u></b>	:	Ms. N. Kassen Tel No: (021) 815-8798
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 a Dietician 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 Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/190</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Alan Blyth Hospital, Ladismith
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate and proven experience in Finance, Revenue and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Proven supervisory experience. Inherent requirements of the job: A valid code B (or higher) driving license. People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Willingness to work after hours when required. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office) with knowledge of LOGIS, CLINICOM and BAS. Sound Knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Supervisory skills. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
<b><u>DUTIES</u></b>	:	Responsible for managing and ensuring compliance within the Supply Chain Management (SCM) department and ensure the effective and efficient application of procurement policies, processes including management of acquisition, contracts, logistics, assets, demand, disposal and the institutionalization of proper SCM practices. Responsible for managing ensuring compliance within the Finance Department (expenditure control, revenue control, verify and authorize and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Responsible for assessing and improving SCM performance and risk management, including establishing and adhering to internal control. Responsible for timely and accurate reporting of financial statements,

disclosure of assets, inventories and Financial and SCM related indicators. -Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDF. Manage, control and monitor progress on multiple projects aimed at improving SCM, Finance efficiency and Expenditure Control Vetting. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.

**ENQUIRIES APPLICATIONS** : Mr R Mars Tel No: (044) 203-7247  
 Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/191** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**  
 Garden Route District

**SALARY** : Grade 1: R307 473 per annum  
 Grade 2: R375 480 per annum  
 Grade 3: R451 533 per annum  
 (Plus, an 8% non-pensionable rural allowance of your annum basic salary).

**CENTRE REQUIREMENTS** : Uniondale Hospital, George 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 (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the 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/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work at other clinics in the Sub-district. A valid driver's licence. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication and interpersonal skills (both written and verbal).

**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. Participate in training, development and research within the nursing department. Provision of support to nursing services.

**ENQUIRIES APPLICATIONS** : Ms G Lloyd Tel No: (044) 814-1123  
 Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 08 November 2024

**POST 39/192** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : Grade 1: R307 473 per annum  
 Grade 2: R375 480 per annum  
 Grade 3: R451 533 per annum

**CENTRE REQUIREMENTS** : Mossel Bay 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 (SANC) as a Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable

experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satelliteclinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self-discipline and motivation. The ability to function independently under pressure. Good communication skills.

**DUTIES** : Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates

**ENQUIRIES** : Ms A Lamprecht Tel No: (044) 604 - 6106  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Mossel Bay Sub District for a period of 3 months from date of advert."

**CLOSING DATE** : 08 November 2024

**POST 39/193** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R250 947 per annum  
Grade 2: R290 436 per annum  
Grade 3: R313 308 per annum

**CENTRE** : Delft Community Health Centre  
**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Competencies (knowledge/skills): Good computer literacy in MS office Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general work in the pharmacy and administrative tasks.

**ENQUIRIES** : Mr. C. Jacobs Tel No: (021) 833- 9090  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". 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. The pool of applicants will be considered for other vacant Pharmacist Assistant Post Basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/194</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management (Recruitment and Selection). Competencies (knowledge/skills): Computer literacy in MS Word, Excel and Outlook. Good communication skills. Excellent minute-taking skills. Knowledge pertaining to Employment Equity and Recruitment and Selection policy.
<b><u>DUTIES</u></b>	:	Responsible to facilitate recruitment and selection process. Serve as HR representative during shortlisting meetings and interviews. Assist supervisor with scrutinizing of motivations for correctness. Provide guidance to panel members when the need arises. Provide advice regarding the application of Recruitment and Selection policies and prescripts. Do verification checks and hosting of fingerprints. Recordkeeping and filing. Maintain and update database regarding posts in process. Assist with telephonic and written enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms V De Jager Tel No: (021) 938-5194
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/195</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (WAREHOUSE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain. Competencies (knowledge/skills): Computer Literacy (MS Word and Excel). Knowledge of SCM processes and Accounting Officer system. Knowledge of Logis.
<b><u>DUTIES</u></b>	:	Receive and issue goods and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Capture Log 1's and close all receipts on the Logis system. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory control and the disposal of store items. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr N Sitonga Tel No: (021) 360-4734
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/196</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT</u></b> Chief Directorate: Clinical and Emergency Services Support
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Services, Vredenburg
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Administration experience. Inherent requirements of the job: Valid Code B/ EB driver's License. Ability to work in a mortuary environment. Computer Literacy in MS Office. Competencies (knowledge/skills): Ability to collate and verify data accurately and have good interpersonal and organizational skills. Ability to work under pressure, interpret and apply policies. Knowledge of Petty Cash and EPS (Electronic Purchasing System). Knowledge of Contract Management, PMFA and SCOA codes. Knowledge of LOGIS. Knowledge of Electronic Content Management software (ECM). Efficient and effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets, and infrastructure. Administration duties in relation to Forensic Pathology Laboratory functional activities. Effective support to the Facility Manager.
<b><u>DUTIES</u></b>	:	Efficient and effective processing and filing of documentation. Effective control of reports and statements, during and after the Forensic Mortuary process. Effective Management of stores, assets, and infrastructure. Administration duties in relation to Forensic Pathology Laboratory functional activities. Effective support to the Facility Manager.
<b><u>ENQUIRIES</u></b>	:	Mr L Julies Tel No: (022) 713-2362/70, email: <a href="mailto:Lyndon.Julies@westerncape.gov.za">Lyndon.Julies@westerncape.gov.za</a>

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates will be subjected to a Practical test. No payment of any kind is required when applying for this post. Candidates will be subjected to security clearance prior to appointment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/197</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	New Somerset Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial Management, specifically focused on Creditor Management and Asset & Liability Accounting. Inherent requirements of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Computer literacy (MS package). Systematic thinking and attention to detail. Ability to interpret and apply policies. Numerical skills.
<b><u>DUTIES</u></b>	:	Capturing and processing of Logis and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Confirming accuracy, completeness and Validity of payment supporting documentation. Batching and filing of supporting documentation. Timeous resolution of supplier and management queries. Reconciliation of Creditor's Statements monthly and remittance of payments made. Monitoring and Clearing of Asset & Liability Accounts daily and reporting on a monthly basis. Processing of Journals to correct incorrect expenditure. Allocation of expenditure according to the correct SCOA. Provide assistance and support within the Finance and Supply Chain Management components.
<b><u>ENQUIRIES</u></b>	:	Mr S Isaacs Tel No: (021) 402-6217
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant 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.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/198</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital (X1 Post) New Somerset Hospital (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate patient administration experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills, ability to work independently, and as part of a team, ability to maintain confidentiality and problem-solving and conflict management with good organisational skills. Official must have a good understanding of the daily running of a hospital admissions department, good understanding of the department & fees protocol, and hospital fees, policies and procedures – Chapter 18.
<b><u>DUTIES</u></b>	:	Patient Administration (Admission, transfer, discharge of patients, telephone enquiries). Patient Identification (Taking and storing of photos and nursing collaboration in terms of taking photos of patients). Ward support (folder administration and ad hoc ward duties). Support/Relief to staff and supervisor as operationally required.
<b><u>ENQUIRIES</u></b>	:	Ms E Van der Westhuizen Tel No: (021) 833-9445
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/199</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (FACILITY ADMINISTRATION)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate proven experience in dealing with parking administration, access control administration and

data capturing. Inherent requirements of the job: Required to Start At 6am in the morning. Competencies (knowledge/skills): Knowledge of Access control systems preferably Softcon, parking administration within a government facility and SCM processes. Be physically fit to walk and monitor access and parking enquiries on the estate when required. Must be able to deal with high volume telephone and walk-in enquiries. Computer literacy in MS Package (MS Windows, Word and Excel, Outlook)

**DUTIES** : Daily monitoring and reporting on parking and access status on the estate. Attend to applications for parking and access, Manufacture and issuing of access and ID cards. Ensure that monthly payments for parking are submitted and verified. Ensure that all spreadsheets are updated and delivered on due dates. Set up meetings with stakeholders with regards to parking and access. Assist with adhoc duties within Facility Management in relation to disaster management and driving.

**ENQUIRIES APPLICATIONS** : Mr K Oliver Tel No: (021) 404-2325  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
Garden Route District

**SALARY** : R216 417 per annum  
**CENTRE** : Garden Route District Office, George Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in the LOGIS system. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the district. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Word, Excel and Outlook), attach proof or mentioned in CV. Sound theoretical and practical knowledge of policies regarding Financial-, Supply Chain-, Warehouse- and Asset Management, LOGIS system functions, PFMA, Treasury Directives and legislation pertaining to Supply Chain Management environment. Ability to effectively multi-task, function independently and under pressure in a physically demanding environment.

**DUTIES** : Responsible for the procurement of all goods and services (as identified by the committee) via the correct processes, the receipt of good and services and the system functions related to procedures. - Maintaining the asset register and ensure proper asset management. - Conduct inventory and asset stocktake and ad-hoc inspections. - Responsible for capturing invoices, payments and reconciliation of accounts/statements. - Assist with the disposal of assets and inventory items in accordance with existing prescripts and with monthly reconciliations. - Provision of effective scheduled work in district.

**ENQUIRIES APPLICATIONS** : Ms N Colburn Tel No: (044) 803-2700  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/201** : **PERSONNEL OFFICER (HUMAN RESOURCES)**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Office of the Chief Directorate: Metro Health Services (Bellville Health Park)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management within salary and service benefit administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Computer literacy. Ability to work under pressure and to meet deadlines.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, PILIR, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc Responsible for capturing transactions on PERSAL. Handling all personnel enquiries and correspondence (written and verbal). Auditing of personnel and leave records. Assisting staff, supervisor, management and members of the public with regard to Human Resource and Personnel matters. Will be required to work in the HR administration and Compliance Management section with various HR related tasks.

**ENQUIRIES APPLICATIONS** : Mrs D Dreyden Tel No: (021) 815-8681  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Personnel Officer 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** : 08 November 2024

**POST 39/202** : **PERSONNEL OFFICER: EMPLOYEE BENEFITS ADMINISTRATION**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum  
**CENTRE** : Northern/Tygerberg Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: National Senior Certificate or equivalent. Experience: Appropriate experience of salary systems and personnel management. Appropriate experience of PERSAL and relevant functions. Inherent requirements of the job: Willingness to work overtime. Competencies (knowledge/skills): Computer Literacy (MS Office, Word, Excel, PowerPoint and Outlook). Knowledge of the PM prescripts and Regulations and basic understanding of Human Resource Management Good interpersonal and organizational skills and ability to function under pressure and meet deadlines. Good communication skills.

**DUTIES** : Responsible for all Human Resource related functions within the HR Department. Handle appointments, service terminations, salary administration, PILIR, WCA and general service conditions, audit of leave and personnel files, debt management, commuted overtime, pension administration, housing, transfers and MMS structuring. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal) and maintain registers and filing system. Effective support to supervisor, management and members of the public with regards to Human Resource and Personnel Matters. Responsible for Audit reports (COT overtime, housing, rental, leave and RWOEE) and feedback to supervisor pertaining Audit finds.

**ENQUIRIES** : Ms. D. Martin Tel No: (021) 815-8573  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 08 November 2024

**POST 39/203** : **ADMINISTRATION CLERK: ADMISSIONS (X3 POSTS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Reception Services. Inherent requirements of the job: Must be willing to work 12-hour shifts. Comply with internal rotation schedules within the component to ensure continued development and growth for future opportunities. Competencies (knowledge/skills): Computer literacy in terms of collating, interpreting and inserting data into a spreadsheet. Computer Literacy (Microsoft Word, Microsoft Excel, CLINICOM). Good communication skills (written and verbal). Ability to work under pressure with set deadlines. Excellent interpersonal skills / Client care skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision.

**DUTIES** : Handling of state monies. Perform all duties associated with collating data onto CLINICOM and rendering of an invoice. Ensure correctness of patient invoices. All reception, clinic, ward duties as well as special offices. Working knowledge of CLINICOM. Collection of valid documents in order to classify patients into correct tariff category. Ensuring all appointments are captured and admitted daily. Maintaining correct filing system.

**ENQUIRIES** : Mr RE Domingo Tel No: (021) 938-4550  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : All shortlisted candidates will be subjected to a competency test.

**CLOSING DATE** : 08 November 2024

**POST 39/204** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT (TECHNOLOGY)**  
Directorate: Information Technology

**SALARY** : R216 417 per annum  
**CENTRE** : Head Office, Cape Town (based at Tygerberg Hospital: HIS Application Centre)  
**REQUIREMENTS** : Minimum educational qualification: National Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Competencies (knowledge/skills): Numerical and Financial Competence. Analytical and Problem-Solving Skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook, and Teams). Information systems management skills. Analytical and problem-solving skills. Excellent communication and people skills. Basic database



development and maintenance skills. Communication skills, Organizational skills, Technical and IT skills.

**DUTIES** : Responsible for Administrative Support by provide high-level administrative support to managers, ensuring seamless office operations. Ensuring functional Diary Management, organize appointments, meetings, and events, managing time effectively and resolving scheduling conflicts. Coordinate meetings, prepare agendas, take minutes, and distribute materials to stakeholders. Travel and Accommodation Management: Organize travel arrangements, including flight bookings, accommodation, and travel claims. Financial Administration: Track expenditure, assist with purchase orders, and support procurement activities. Human Resource and Contract Administration: Assist with recruitment coordination, onboarding, and contract management. Reporting and Presentations: Support the preparation of reports, presentations, and other documentation. SharePoint Administration: Manage documents and ensure correct access and organization within SharePoint.

**ENQUIRIES** :  
**APPLICATIONS** : Mr C Matasane, email: [Cally.Matasane@westerncape.gov.za](mailto:Cally.Matasane@westerncape.gov.za)  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 November 2024

**POST 39/205** : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2 (X2 POSTS)**  
Chief Directorate: Clinical and Emergency Services Support

**SALARY** : Grade 1: R205 773 per annum  
Grade 2: R239 658 per annum

**CENTRE** : Forensic Pathology Services, Tygerberg Laboratory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with having achieved Mathematics, Life Science and / or Biology as passed subjects. Experience: **Grade 1:** None. **Grade 2:** 10 year's appropriate experience. Inherent requirements of the job: Valid Code B/EB driver's license. Ability to communicate clearly and discreetly in person and in writing. Ability to work with and lift corpses, (mutilated, decomposed, infectious viruses, obese). Computer and software literacy (MS Office). Competencies (knowledge/skills): Ability to be trained in 4x4 Vehicle handling. Ability to be trained in photography. Will be required to deliver testimony in court proceedings. Willingness to be trained in Forensic Investigation and Dissection. Will be required to work shift duties/office duties and overtime duties. Ability to work under pressure.

**DUTIES** : Effective and efficient recovery, storage and processing of deceased. An effective forensic autopsy process rendered in accordance with set standards and guidelines. Optimal control of reports and statements during and after the Forensic Mortuary process. An effective and efficient Management of Unknown corpses. An efficient support service to the Manager regarding Corporate and Clinical Governance functions of the Forensic Pathology Laboratory.

**ENQUIRIES** : Ms A Campbell, email: [Arnolene.Campbell@westerncape.gov.za](mailto:Arnolene.Campbell@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 08 November 2024

**POST 39/206** : **TELKOM OPERATOR**  
West Coast District

**SALARY** : R183 279 per annum

**CENTRE** : Vredenburg Hospital

**REQUIREMENTS** : Minimum educational qualification: Willing to work shifts, night shifts, weekends, and public holidays. Willingness to perform overtime/standby duties when required. Experience: Relevant switchboard and control room experience. Inherent requirements of the job: Willing to work shifts, night shifts, weekends, and public holidays. Willingness to perform overtime/standby duties when required. Competencies (knowledge/skills): Excellent listening skills and telephone etiquette. Computer literacy (MS Word, Excel, and Outlook).

**DUTIES** : Handle all incoming and outgoing calls as well as telephonic and emergency enquiries. Ensure effective and efficient communication, both internally and externally between staff, clientele, and the public. Monitor CCTV system. Responsible for fire alarms, medical gas alarms, elevator alarms, access control system and PA system. Ongoing updates of the telephone extension and client lists. Provide clerical and administrative support to the supervisor.

**ENQUIRIES** : Mr A Van Vuuren Tel No: (022) 709-5069  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, and previous employment.

**CLOSING DATE** : 08 November 2024

<b><u>POST 39/207</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<b><u>CENTRE</u></b>	:	Nieuveldpark CC, Beaufort-west PHC Clinics
<b><u>REQUIREMENTS</u></b>	:	Minimum educational Qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> 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 rotate between facilities.
<b><u>DUTIES</u></b>	:	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. Record Keeping.
<b><u>ENQUIRIES</u></b>	:	Ms JP Rossouw Tel No: (023) 414-3984
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 similar vacant posts within the Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/208</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R277 070 per annum
<b><u>CENTRE</u></b>	:	Nelspoort Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Nursing Assistant. Registration with a Professional Council: Registration with SANC as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other facilities within the Sub-district.
<b><u>DUTIES</u></b>	:	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. Record Keeping.
<b><u>ENQUIRIES</u></b>	:	Mr. GG. Samuels Tel No: (023) 416-1688
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 similar vacant 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.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/209</u></b>	:	<b><u>DRIVER (HEAVY DUTY VEHICLE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE</u></b>	:	Northern/Tygerberg Sub-structure

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate experience in transportation of passengers and goods in a health environment. Inherent requirements of the job: Valid heavy duty (Code EC1/10) manual driver's license. Valid Public Driving Permit (PDP). Work overtime as per needs requirement and perform standby duties, after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of the Transport Circular of 2000. Ability to accept accountability and responsibility and to work independently and unsupervised. Good knowledge of road network in the Peninsula. Relief staff within the component when required. Safe driving skills.
<b><u>DUTIES</u></b>	:	Transport good, services, personnel and learners from one point to another. Transport of staff to and from various residential areas in the Western Cape. Conduct routine maintenance, inspection of vehicles and timeously reporting of defects and accurate and detailed completion of Logbooks. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Relief staff within the component when required.
<b><u>ENQUIRIES</u></b>	:	Mr. JL Frank Tel No: (021) 815-8872
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: MHS for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/210</u></b>	:	<b><u>CLEANER</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Beaufort West CDC
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Experience in the field of domestic and clinic cleaning services. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and clinic cleaning services. Valid Code B/EC Drivers licence and willingness to drive. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Ability to operate machinery and equipment. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practice.
<b><u>DUTIES</u></b>	:	General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and equipment. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<b><u>ENQUIRIES</u></b>	:	Sr J Rossouw Tel No: (023) 414-3984
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/211</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic reading and writing skills. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's license. Good physical health. Work overtime as per needs requirement and perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Transport goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.
<b><u>ENQUIRIES</u></b>	:	Mr R Cupido Tel No: (021) 571-8040
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/212</u></b>	:	<b><u>GENERAL WORKER STORES</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Metro TB Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a store environment. Inherent requirement of the job: Ability to communicate effectively (verbal and written). Competencies (knowledge/skills): Ability to work in a team. Ability to pick up heavy boxes or bags. Willingness to assist with stock-taking. Willingness to work overtime when required.
<b><u>DUTIES</u></b>	:	Timeous delivery of stock to departments, and clinics in a cost effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Maintain the audit trail of deliveries. Clean stores on a regular basis. ad-hoc duties as required.
<b><u>ENQUIRIES</u></b>	:	Mr M Petersen Tel No: (021) 508-8319
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to written/practical and oral assessments.
<b><u>CLOSING DATE</u></b>	:	08 November 2024
<b><u>POST 39/213</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3: HEPATOLOGY (SESSIONAL)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Hepatology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Hepatology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professions Council in respect of foreign qualified employees) as a Medical Specialist in Hepatology. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized Professional Council in respect of foreign qualified employees) as a Medical Specialist in Hepatology. Competencies (knowledge/skills): Clinical skills required of a Hepatologist (eg, assessment, diagnosis and treatment of outpatients). Communication including report generation, letter writing, consultation in OPD setting.
<b><u>DUTIES</u></b>	:	Teaching and Training/Supervision of Junior Staff. Clinical service provision at clinic level - general hepatology and liver transplant clinic.
<b><u>ENQUIRIES</u></b>	:	Mr M Sonderup Tel No: (021) 404-5228 or <a href="mailto:mark.sonderup@uct.ac.za">mark.sonderup@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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).
<b><u>CLOSING DATE</u></b>	:	08 November 2024