

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT  
DEPARTMENT OF AGRICULTURE**

**CLOSING DATE** : 27 January 2025

**NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

**POST 45/384** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES, REF NO. AGR 65/2024**

**SALARY** : R1 436 022. per annum (Level 14) All-inclusive salary package

**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : B degree in Agricultural Sciences (NQF 7); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Masters and Ph.D in Agricultural Sciences is highly recommended; Extensive experience in strategic management at a senior management level, and in particular in the agricultural environment; Good knowledge of agricultural systems and important role players; Proficient in two of the official languages of the Western Cape. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.

**DUTIES** : Ability to function on a conceptual level; Strategic Management; Developing and ensuring implementation of plant science and animal science research, research support and information strategies taking provincial and departmental priorities into account, maintaining good relations with industry role players, clients and stakeholders, and provide strategic leadership to managers and other subordinates; Line Function Management; Manage plant science, animal science, research support and information strategies, manage the adaption of agricultural research and technology to client needs, support technology transfer, manage support functions pertaining to research and development, and liaison with industry role players to align research strategy to client driven research needs, promote integrated governance; and Administrative management; Financial Management; Manage the budget and budgeting process within the framework of the PFMA, monitor and manage financial risks pertaining to the functions of the Programme, and lobby internally and externally (nationally and internationally for additional research and development funding). Personnel Management; Manage the human resources of the Programme against relevant policies and procedures, provide leadership to management team, ensure capacity development and career advancement of staff, ensure effective recruitment and retention processes, manage

transformation initiatives, promote sound labour relations and performance management); Supply Chain Management; Exercise control over the provisioning and asset management function, ensure effective and economic utilisation of technology and equipment and exercise responsibility for strategically important needs with relation to infrastructure and facilities.

- ENQUIRIES APPLICATIONS** : Dr I Trautmann Tel No: (021) 808 5012)  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.
- CLOSING DATE** : 27 January 2025

#### OTHER POSTS

- POST 45/385** : **DEPUTY DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (REF NO. AGR 49/2023R1)**  
2 Posts Available In Cape Winelands And Cape Metropole)

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package  
: Department of Agriculture, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Agriculture; A minimum of 3 years management level experience in the agricultural sector; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate qualification. Competencies: Knowledge of the following: Extension methodology, project planning and management; Agricultural producer support (smallholder and commercial agricultural sector support systems); Food security system support; Management processes; Labour relations legislation and regulations; Performance management; Public Finance Management Act (PFMA); National and Provincial Treasury Regulations and other financial policies; Skills needed: Written and verbal communication; Project management Financial and budget management; Supervisory and personnel management; People management; Organising and networking; Ability to work under pressure

- DUTIES** : Manage agricultural producer support and development services towards the achievement of the programme objectives; Manage, lead and coordinate the district activities; Maintain and manage internal and external collaboration with stakeholders; Financial, administration and people management.

- ENQUIRIES APPLICATIONS** : Mr J Aries at Tel No: (021) 808 5103  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

- POST 45/386** : **PROJECT MANAGER: RURAL DEVELOPMENT (SOCIAL FACILITATION)- (ELSENBURG), REF NO. AGR 57/2024**

- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package  
: Department of Agriculture, Western Cape Government  
: An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Public Administration, Business Administration or Social Science; A minimum of 3 years management level experience in project planning, management and coordination; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in the following: Community and/or stakeholder liaison in a development environment; Community development and social cohesion initiatives. Competencies: Knowledge of the following: South African rural socio-economic context; Public Finance Management Act; Strategic management procedures; Labour relations Act; Public service and procedures; Supply chain management; Skills needed: Proven computer literacy; Written and verbal communication; Analysing; Leading and supervising; Persuading and

- influencing; Planning and organising; Deciding and initiating action; Working with people; Delivering results and meeting customer expectations; Relating and networking.
- DUTIES** : Manage and achieve the targets of the sub-programme towards rural development coordination towards economic development in rural areas; Manage and achieve the targets of the sub-programme social facilitation towards the improvement of socio-economic development in rural areas; Manage and achieve the targets of the sub-programme to enhance the image and socio-economic conditions of Agri-workers; Promote internal and external integration for the department; Provide human resource management, financial management and strategic management.
- ENQUIRIES APPLICATIONS** : Ms J Pandaram at Tel No: (021) 808 5362  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/387** : **STATE VETERINARIAN: ANIMAL HEALTH (MALMESBURY), REF NO. AGR 60/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11) All-inclusive salary package  
: Department of Agriculture, Western Cape Government  
: An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Compulsory registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: The interdependence of industries within the agricultural sector; Provincial legislative processes; Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector. Skills needed: Communication (written and verbal); Interpersonal; Analytical; Problem-solving; Negotiation; Planning and organisation; Strategic insight and planning; Motivational; Policy formulating; Change management; Diversity management; Computer literacy (MS Word, MS Excel, MS Powerpoint, MS Outlook); Ability to work independently and as part of a team
- DUTIES** : Provide Veterinary Services through the implementation of relevant legislation and to mitigate the risks associated with animal diseases that impact the following fields: Animal Disease control, Import and Export Policy Control, Veterinary Public Health, Animal Welfare; Perform Epidemiology investigations.
- ENQUIRIES APPLICATIONS** : Dr N Magadla at Tel No: (021) 808 5250  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/388** : **SENIOR AGRICULTURAL ECONOMIST: MACRO AND RESOURCE ECONOMICS (ELSENBURG), REF NO. AGR 53/2024**
- SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Department of Agriculture, Western Cape Government  
: Appropriate Honours degree or equivalent qualification with Agricultural Economics and/or Economics as major subjects; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: A Master's degree in Economics and or Agricultural Economics; Postgraduate specialisation in economic research through the utilization of economic models with specific reference to partial equilibrium models; Sound knowledge of econometrics. Competencies: Knowledge and understanding of the following: The agriculture and agribusiness sector; Skills needed: Excellent networking; Report writing; Presentation; Advanced computer literacy. Ability to communicate technical information accurately (written and verbal).
- DUTIES** : Continuous in-depth study/research of development/patters/trends in a specific agricultural environment; Undertake and oversee the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation, strategy, policy, initiatives and interventions; Undertake and oversee the application, adaption and development of models in order to reflect current situation or forecast/project possible scenarios; Undertake and oversee the compilation of the final output e.g. reports, position papers; information documents, populated database. Perform administrative and related functions;

Undertake and oversee the provision of advice to internal and external stakeholders on the impact of forecast for decision-making, initiatives or interventions within a specific environment; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders.

**ENQUIRIES** : Mr T Morokong at Tel No: (021) 808 5195  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/389** : **STATE ACCOUNTANT: COST MANAGEMENT (ELSENBURG), REF NO. AGR 56/2024**

**SALARY** : R376 413 per annum (Level 8)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) in Finance or Financial Management or similar field; A minimum of 3 years relevant experience in a financial environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strong Financial background specifically in Public Sector Finance Administrative procedures relating to specific working environment including norms and standards; BAS and Vulindlela Systems; Relevant legislation, directions and procedures regarding financial management. Skills in the following: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Ability to work with large excel files and attentive to detail; Ability to work independently and as part of a team

**DUTIES** : Co-ordinate the SCOA toning process for the Department. Effective co-ordination, compilation, registration and control of the Medium-Term Expenditure Framework (MTEF) to ensure an efficient budgetary function for the department. Compilation of projections for the monthly In Year Monitoring System. Assisting in the facilitation and implementation of the Original and Adjustment budget process in the Department as per National Treasury requirements. Asset register of the component is updated on an ongoing basis by facilitating ad-hoc checks. Tariffs Register.

**ENQUIRIES** : Ms R Samuel at Tel No: (021) 808 5312  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/390** : **PERSONAL ASSISTANT: VETERINARY SERVICES, REF NO. AGR 59/2024**

**SALARY** : R308 154 per annum (Level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering a support service to senior manager. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Office Administration. Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Advance computer literacy skills; Ability to handle routine tasks.

**DUTIES** : Provide a secretarial/receptionist support service to the Sub Program; Render administrative support services to the Sub Program; Supports the Sub Program with the administration of the budget; Provide support to the Sub Program regarding meetings.

**ENQUIRIES** : Dr N Magadla at Tel No: (021) 808 5250  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/391** : **PERSONAL ASSISTANT: FINANCIAL MANAGEMENT, REF NO. AGR 61/2024**

**SALARY** : R308 154 per annum (Level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to senior manager. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply; Willing to work irregular hours; Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Customer service orientation; Advance computer literacy skills; Ability to liaise with diverse people.

**DUTIES** : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood..

**ENQUIRIES** : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/392** : **PERSONAL ASSISTANT: SUPPLY CHAIN AND ASSET MANAGEMENT, REF NO. AGR 62/2024**

**SALARY** : R308 154 per annum (Level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering support services to senior manager; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Willing to work irregular hours; Working knowledge and proven track record of working on all Microsoft suite applications. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal and decision making; Written and verbal communication; Organising and planning; Customer service orientation; Advance computer literacy skills; Ability to liaise with diverse people.

**DUTIES** : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is properly understood.

**ENQUIRIES** : Mr C Starling at Tel No: (021) 808 5161/Clint.Starling@westerncape.gov.za  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/393** : **PERSONAL ASSISTANT: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (OFFICE OF THE CHIEF DIRECTOR), REF NO. AGR 63/2024**

**SALARY** : R308 154 per annum (Level 7)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years' experience in rendering a support service to management/ senior management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Financial administration; Functioning, systems and processes of government. Skills needed: Proven computer literacy; Written and verbal communication; Client liaison and networking; Report writing, Research; Problem solving; Good telephone

		etiquette; High level of reliability; Ability to communicate well with people; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self-management and motivation
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provide support to the Chief Director regarding meetings and events; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.
<b><u>ENQUIRIES</u></b>	:	Mrs C West at Tel No: (021) 808 5101
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 45/394</u></b>	:	<b><u>ADMINISTRATION CLERK: LANDCARE (GEORGE), REF NO. AGR 64/2024</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum (Level 5)
<b><u>CENTRE</u></b>	:	Department of Agriculture, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (Senior Certificate or equivalent qualification); A minimum of 2years administrative experience; A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven computer literacy. Competencies: A good understanding of the following: Application of relevant legislation; Relevant systems; Skills needed: Administrative; Organising and planning; Written and verbal communication; Interpersonal; Ability to handle routine tasks.
<b><u>DUTIES</u></b>	:	Provide the following: Reception service; Typing service; Office administration; Logistical support; Perform administrative and related functions; Attain project information of beneficiaries; Off-line and on-line capturing of project information on National EPWP system.
<b><u>ENQUIRIES</u></b>	:	Mr H Muller at Tel No: (044) 803 3721
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 45/395</u></b>	:	<b><u>HOUSEHOLD AID: GENERAL SUPPORT SERVICES (AVAILABLE IN ELSENBURG), REF NO. AGR 58/2024</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum (Level 2)
<b><u>CENTRE</u></b>	:	Department of Agriculture, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Recommendation: Knowledge in the following: Food services; Preparing food and working with industrial kitchen equipment; Ability to work shifts, weekends and public holidays. Competencies: A good understanding in the following: Occupational Health and Safety Act, the Hazard Analysis Critical Control points; Ability to: Work under pressure; Positive attitude towards service delivery; Good communication skills (written and verbal); Ability to work independently, as well as part of a team.
<b><u>DUTIES</u></b>	:	Prepare, dishing of food for students/clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directions; Clean all work areas, storage areas, utensils an equipment; Follow and complete elementary control measures.
<b><u>ENQUIRIES</u></b>	:	Ms LB Smith at Tel No:(021) 808 5470
<b><u>APPLICATIONS</u></b>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, <a href="mailto:westerncape@respond.co.za">westerncape@respond.co.za</a> Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<b><u>NOTE</u></b>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

## DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

**CLOSING DATE** : 27 January 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POSTS

**POST 45/396** : **STATE ACCOUNTANT: SYSTEMS CONTROL, REF NO. CAS 60/2024**

**SALARY** : R376 413 per annum (Level 8)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in accounting, or Public Administration; A minimum of 3 years' experience in Salary Administration and Systems within Financial Accounting environment. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA); National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); Financial Systems including Enterprise Content Management (ECM) and Control Paysheet System; Modified Cash Standards and Accounting Manual for Departments; Skills needed: Written and verbal communication; Proven computer literacy (MS Office); Ability to work independently and as part of a team.

**DUTIES** : Control and management of paysheet and related duties; Management of journals and accounting system control (BAS and PERSAL); Preparations of financial statements and reporting; Facilitate tax reconciliation; People supervision.

**ENQUIRIES** : Ms Lynn-Dell Mannel at Tel No: (021) 483 9549  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/397** : **ADMINISTRATION CLERK: TOURISM SECTOR, REF NO. DEDAT 32/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1years customer service /PRO environment. Recommendation: Relevant experience in Tourist Guiding industry and Reception duties. Competencies: A good understanding of the following: Tourism and or Regulatory environment; Basic knowledge of records management; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint, etc); Communication (written and verbal); Attention to detail; Client-orientated personality; Independent thinker; Well organized; Ability in the following: To work independently and as part of a team; To work under pressure and meet tight deadlines.

**DUTIES** : Frontline Tourist Guide service; Reception duties; Telephonist duties; Process registration applications of Tourist Guides; General Office Administration and secretarial support; Ensure an accurate filing system is kept.

**ENQUIRIES** : Ms H Nelson at Tel No: (021) 483 9442  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/398** : **ACCOUNTING CLERK: INTERNAL CONTROL, REF NO. DEDAT 36/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Mathematics as a passed a subject; 1 year relevant working experience in accounting and auditing environment. Competencies: A good understanding of the following: Legislative framework governing the Public Service; Working procedures in terms of the working environment; Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Skills needed: Interpersonal Relations; Numeracy; Computer Literacy; Planning and organisation; Good verbal and written communication.
- DUTIES** : Perform routine, prescriptive and transactional tasks; To render assurance services through post auditing; Render general clerical support services; Provide personnel administration clerical support services within the component.
- ENQUIRIES** : Mr B Mott at Tel No: (021) 483 9088
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT**  
*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 45/399** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIA)**  
 Chief Directorate: Rural Health Services
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesia. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Anaesthesia. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesia. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesia. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Anaesthesia. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Willingness to do first on calls for the department as the need arises. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Anaesthetic procedures in a regional hospital comprehensively. Experience in anaesthetizing children under the age of 1 years would be recommended. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Performance of audits or research and publications. Experience in teaching and conducting research will be considered an advantageous. Must have experience in anaesthetising children more than 3 kg weights.
- DUTIES** : (key result areas/outputs): Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure the rational use of resources, participate in audits and Clinical Governance activities. Ensure appropriate training of all clinical staff, including students, Internship doctors, Community service doctors and nursing and allied staff in the department, the hospital and the district. Partake in Outreach and Support services, as needed, to the greater Rural East Ecosystem. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district hospital level. Adhere to requirements for all HR matters. Do appropriate clinical audits and research within the department to stay abreast of clinical development.



<b><u>ENQUIRIES</u></b>	:	Dr T Koen, Tel No: (044) 802-4535
<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 are subjects to a practical. 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>	:	23 December 2024
<b><u>POST 45/400</u></b>	:	<b><u>SENIOR REGISTRAR (MEDICAL) (ADULT GASTROENTEROLOGY) (X2-YEAR CONTRACT)</u></b>
<b><u>SALARY</u></b>	:	R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<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 Internal Medicine. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Internal Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. The position will be full-time (40 hours per week) and includes Gastroenterology after-hours cover. Registration for the MPhil (Gastroenterology) degree and complete the research component. Competencies (knowledge/skills): Good communication skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): The clinical service includes in-and out-patient management of Gut and liver diseases. Teaching post-and under-graduate students in Gastroenterology.
<b><u>ENQUIRIES</u></b>	:	Dr Ahmad Abdelsalem, Tel No: (021) 9384336/ <a href="mailto:Ahmad@sun.ac.za">Ahmad@sun.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>	:	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 Medical Specialist in Internal Medicine with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 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. Senior 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 Senior 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-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 Senior 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. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/401</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY)</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
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross Children's War Memorial Hospital, Rondebosch
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a 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 Paediatric Surgery. Inherent requirements of the job: Willingness to work overtime as required. Valid Driver's (Code B/EB) licence. Computer literacy, database management. Ability to work in a team. Ability to perform other complex paediatric surgical cases will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. Competencies (knowledge/skills): Strong moral and ethical record in paediatric surgical practice. The ability to work in a busy tertiary care hospital providing specialist paediatric surgery, specifically in areas noted above. Involvement in all other aspects of Paediatric surgery will be required. Ability to supervise registrars and medical officers in acquiring paediatric surgical, burns and trauma management competencies and operative experience. Strong academic record in terms of teaching and research supported by courses, publications and presentations. Commitment to attaining and teaching advanced surgical skills. Experience in management of general and specialist paediatric surgery including trauma and burns with appropriate experience of post-paediatric surgery registration experience as a junior consultant or in a fellowship position. Experience and training in colorectal – including urological surgery, thoracic surgery and proficiency in minimally invasive surgery is a requirement as these are service priorities for this position.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide full time paediatric surgery specialist care including Outpatient, Inpatient, Emergency and Afterhours service as a specialist paediatric surgeon. Service areas specifically include, but are not limited to colorectal, urological, and thoracic surgery with proficiency in minimally invasive surgery. In addition, general Paediatric Surgery service, tertiary paediatric surgical conditions as required. Services include paediatric burns and trauma. Outreach activities to support paediatric surgical services in the province. Provide support to HCU Paediatric Surgery in administrative duties, including quality, efficiency and outcome improvements, participation in human resource management, clinical audit, data management, monitoring and evaluation and clinical governance. Participation in all academic activities of the department, research, and teaching and training of under- and post-graduate students and other health personnel.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof S Cox, Tel No: (021) 658-5012, email: Sharon.cox@uct.ac.za.
	:	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 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>	:	23 December 2024
<b><u>POST 45/402</u></b>	:	<b><u>DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R974 493 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Helderberg Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration

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

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

**ENQUIRIES** : Ms SD Leo, Tel No: (021) 850 4700

**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** : 23 December 2024

**POST 45/403** : **REGISTRAR (MEDICAL) (UROLOGY) (5 YEAR CONTRACT)**

**SALARY** : R949 146 per annum (A portion of the package can be structured according to the individual's personal needs).  
(It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**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 a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after-hours call cover. Registrars may be required to work across the training platform on request. Successful completion of FCS (SA) part 1 and part 2 examinations. Registration for MMed (Urology) degree at University of Stellenbosch and completion of 2 internal examinations, FC(Urol) final examination and research projects within 5 years. Competencies (knowledge/skills): Appropriate experience in general surgery or urology and an accredited Intensive Care Unit. Ability to render high quality surgical management for Urology patients in tertiary and secondary level. Ability to render high quality inpatient and outpatient management of urology patients. Ability to initiate own research project. Proven prior involvement with research (e.g. publications as primary author or co-author). Ability to render high quality teaching to medical officers, interns and medical students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Ability to effectively function as part of a team in a high-pressure environment.

**DUTIES** : (key result areas/outputs): Provision of clinical service delivery at registrar level across the full spectrum of urological surgery. The registrar will spend the majority daytime working hours at various Tygerberg Hospital but some clinical duties will be at other hospitals in the referral area. Active participation in the postgraduate and undergraduate academic programmes of the Urology Department at Tygerberg Hospital, this includes daily teaching of undergraduate medical students. Effective management of inpatients and outpatients in the urology department. Conduct research projects pertinent to urology and in line with MMed (Urology) degree requirements.

**ENQUIRIES** : Dr P. Spies, Tel No:(021) 938 9282

**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 the post.

**CLOSING DATE** : 23 December 2024

**POST 45/404** : **REGISTRAR (MEDICINE: INTERNAL) (4-YEAR CONTRACT) (X4 POSTS)**

**SALARY** : R949 146 per annum

**CENTRE** : Grootte Schuur Hospital, Observatory

**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 a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Commuted overtime is compulsory. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Research methodologies & FPS Techniques. FCP part one or CMSA Diploma in Internal Medicine. Valid ACLS Certificate. Previous research experience and publication.

**DUTIES** : (key result areas/outputs): Clinical Service Provision. Participate in teaching programme. Effective Clinical Administration in patient records and patient reports. Research and Professional Development (incl. completion of MMED).

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

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

**NOTE** : Preference will be given to SA citizens/permanent residents with a valid identity document. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines." No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

**CLOSING DATE** : 23 December 2024

**POST 45/405** : **REGISTRAR (MEDICAL) (RADIATION ONCOLOGY)**  
(4 Year Contract)

**SALARY** : R949 146 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 a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Participation in commuted overtime (after-hours emergency service) is compulsory. Valid driver's license. Competencies (knowledge/skills): Post-community service clinical experience in an appropriate field of medicine (Internal medicine, surgery, emergency medicine, oncology, anaesthetics) Appropriate post-community service clinical experience under on-site supervision of a registered Clinical Oncologist. Proven dedication to patient care and to maintaining professional integrity. Fluency in English. Current ACLS certification. Computer literacy in MS Word, TEAMS and Excel or similar, including the ability to use online resources relevant to the discipline. Good interpersonal and organisational skills and proven ability to function well within

a team and to communicate effectively with all categories of staff as well as students. Palliative Care qualification (short course, diploma or Master's level). Research skills.

**DUTIES** : (key result areas/outputs): Provide a high-quality clinical oncology service to cancer patients and their families including radiotherapy, chemotherapy, and palliative and supportive care under the supervision of specialist Clinical Oncologists and the Head of Division. Supervision of junior medical staff to ensure quality of care and good clinical outcomes. Informal teaching and training of junior staff in the course of clinical work. Teaching (formal and informal) of undergraduate medical students. Achieve success in the FC Rad Onc Part I exam after 6 months and FC Rad Onc Part II exam of the CMSA prior to the end of the four-year contract. Graduation with an MMed (Rad Therapy) degree prior to the end of the four-year contract after completion of the required research project.

**ENQUIRIES** : Dr H Burger, Tel No: (021) 938-4727, email. [henrietteburger@sun.ac.za](mailto:henrietteburger@sun.ac.za)  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. -The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

**CLOSING DATE** : 23 December 2024

**POST 45/406** : **MEDICAL OFFICER GRADE 1 TO 3 (HIVAIDS)**  
Garden Route District

**SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : George Sub District  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to work overtime when needed. Willingness to travel throughout the district.

<b><u>DUTIES</u></b>	:	Competencies (knowledge/skills): Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office mandatory. (key result areas/outputs): Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training- and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr TS Ackerman, Tel No: (044) 814-1124
<b><u>NOTE</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"). 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 Garden Route District, for a period of 3 months from date of advert. Candidates may be subjected to competency test.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/407</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Chief Directorate: Emergency Clinical and Services Support
<b><u>SALARY</u></b>	:	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>	:	Directorate: Clinical Service Improvement 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: Current registration with the HPCSA as a medical practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a 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. <b>Grade 2:</b> 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 a 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. <b>Grade 3:</b> A minimum of 10-years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a 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. Appropriate diverse experience in public health projects and/or systems. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to travel nationally and provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Ability to travel to various districts and national offices. Good report writing skills. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and

**DUTIES**

: to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation.  
: (key result areas/outputs): Management of Financial and Human Resources. The incumbent will work closely with the public health specialist to ensure a congruent approach within the Department of Health and Wellness Western Cape. Contribute toward ensuring the effective rendering of Clinical Service Improvement support in the Western Cape. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the job is to provide Public Health Skills and technical support to the Directorate Clinical Services Support.

**ENQUIRIES**

: Ms L Najjaar., Tel No: (021) 815-8865

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

: 23 December 2024

**POST 45/408**

: **MEDICAL OFFICER 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Metro Health Services

**SALARY**

: R949 416 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE**

: Mitchells Plain District Hospital

**REQUIREMENT**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a 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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a 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 a 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. 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 contract is compulsory, as well as the ability to work after -hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

**DUTIES**

: (Key Result Areas/Outputs) Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

<b><u>ENQUIRIES</u></b>	:	Dr T Hinkel, Tel No: (021) 377-4757
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>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 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 posts within the Department for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/409</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (SURGERY)</u></b>
<b><u>SALARY</u></b>	:	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</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with the Professions Council: Registration with the HPCSA as Medical Officer. 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 recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.
<b><u>ENQUIRIES</u></b>	:	Dr R Duvenage, Tel No: (023) 348 1207
<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>	:	23 December 2024
<b><u>POST 45/410</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u></b> Chief Directorate Metro Health Services



- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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: Willing and able to work shifts. Willing and able to participate in after-hours duties. Willing and able to work with patients with infectious diseases. A valid (code B/EB) driver's license. Competencies (knowledge/skills): Basic knowledge, expertise, and experience with regards to providing comprehensive clinical assessment and appropriate management of Mental Health Care Users who present to the hospital. Appropriate ongoing management of Mental Health Care Users admitted as involuntary mental health care users. Ability to function in a team under pressure in a high volume, high stress environment. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment. Administrative and IT skills.
- DUTIES** : (key result areas/outputs): Assessment and ongoing management of Mental Health Care Users who present to the hospital. Consultation Liaison - assessment of patients in other departments in the hospital who are referred for psychiatric assessment. Assisting with supervision and teaching of medical students. Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including psychotropic and non-psychotropic medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. -Liaison with tertiary psychiatric services for the transfer of patients to tertiary psychiatric hospitals. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals to ensure continued learning and development. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession and the ethos of the institution.
- ENQUIRIES** : Dr I Tayob, Tel No: (021) 377-4646
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024

- POST 45/411** : **MEDICAL OFFICER GRADE 1 TO 3**  
(Emergency Medicine) (Rape Forensic Unit) (Thutuzela Care Centre)  
Chief Directorate: Metro Health Services
- SALARY** : R949 416 (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENT** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. in South Africa. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **-Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **-Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. 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. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): -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. Appropriate and sufficient experience as Medical Officer in Rape Forensic Units/Thutuzela Care Centre.
- DUTIES** : (key result areas/outputs): -Clinical management of all emergency medicine presentations to the Rape Forensic Unit including children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the unit. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters specially Rape Forensic clients' examinations notes and all related legal documents. Participate in research and innovation w r t systems/publications/conference etc.
- ENQUIRIES APPLICANTS** : Dr J Marszalek, Tel No: (021) 377-4779  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to written/practical and oral assessment.
- CLOSING DATE** : 23 December 2024
- POST 45/412** : **MEDICAL OFFICER GRADE 1 TO 3**  
(Emergency Medicine) (Rape Forensic Unit) (Thutuzela Care Centre)  
Chief Directorate: Metro Health Services
- SALARY** : R949 416 (A portion of the package can be structured according to the individual's personal needs.)

<b><u>CENTRE REQUIREMENTS</u></b>	: Mitchells Plain District Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. in South Africa. 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' 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 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' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. 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. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Inherent requirements of the job: A valid (Code B/EB) driver's license. Participation in commuted overtime is compulsory. Willingness to participate in audits, research and quality improvement projects. Competencies (knowledge/skills): -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. Appropriate and sufficient experience as Medical Officer in Rape Forensic Units/Thutuzela Care Centre.
<b><u>DUTIES</u></b>	: (key result areas/outputs): -Clinical management of all emergency medicine presentations to the Rape Forensic Unit including children, and adults. Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and all levels of healthcare providers in the unit. Effective management of physical, financial and human resource allocation. Efficient administration/documentation regarding clinical matters specialty Rape Forensic clients' examinations notes and all related legal documents. Participate in research and innovation w r t systems/publications/conference etc.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Dr J Marszalek, Tel No: (021) 377-4779 : Applicants apply online: <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 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 candidates will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 23 December 2024
<b><u>POST 45/413</u></b>	: <b><u>MEDICAL OFFICER 1 TO 3 (OBSTETRICS AND GYNAECOLOGY).</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R949 416 (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENT</u></b>	: Mitchells Plain District Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a 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 a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a 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 a 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. 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 contract is compulsory, as well as the ability to work after -hours. Competencies (knowledge/skills): Appropriate experience and skills in obstetrics and gynaecology care. Ability to work in a team and with all levels of staff. Must be able to do a Caesarean section safely and without supervision. Computer literacy in MS Office mandatory.

**DUTIES** : (Key Result Areas/Outputs) Clinical management of all non-acute and emergency O&G presentation to the emergency centres (labour ward and gynae EC). Managing critically ill patients including resuscitation. Supervision and teaching of students, interns and midwives. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realization of strategic goals and objectives of the department. Ensure a cost-efficient service at clinical level with regard to laboratory services, blood, medicine, consumables and equipment.

**ENQUIRIES** : Dr T Hinkel, Tel No: (021) 377-4757  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 23 December 2024

**POST 45/414** : **MEDICAL OFFICER GRADE 1 TO 3 (TRAUMA CENTRE)**  
 (1-Year Contract)

**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** : Groote Schuur Hospital, Observatory  
**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 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: Advanced Trauma Life Support (ATLS) certified. Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Trauma experience. Ability to conduct research.

- DUTIES** : (key result areas/outputs): Clinical Service: Patient care and assisting in theatre Clinical governance Teaching Innovation and Research Leadership.
- ENQUIRIES** : Ms S Show Tel No: (021) 404 4117 or [Sandiswa.show@westerncape.gov.za](mailto:Sandiswa.show@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. 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** : 23 December 2024
- POST 45/415** : **MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Participate in the after-hours call system. Competent and willing to work across disciplines if required. A valid (Code B/EB) driver's license. Willingness to travel. Participate in termination of pregnancy services within guidelines and protocols. Competencies (knowledge/skills): Sufficient appropriate clinical experience in the management of obstetrics and gynaecology in- and outpatients, since obtaining the degree of MBChB. Surgical competency in caesarean sections, evacuation of uteruses and obstetrics and gynaecology ultrasound performance. A diploma in Obstetrics and Gynaecology. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

- DUTIES** : (key result areas/outputs): Clinical service provision: Provide efficient and cost-effective clinical service of high quality with a patient centered focus, addressing the burden of disease in the Rural East Geographical Service area (GSA). Effective clinical administration in maintaining high quality clinical patient records and reports. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct. Participate in the teaching program. Active participation in Research and Professional Development and clinical governance activities in the unit. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff, supervising and teaching community service medical officers, interns and medical students and liaise with consultants daily.
- ENQUIRIES** : Dr. HA Swart, Tel No: (044) 805-4616/4437
- 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 may be subjected to a practical. 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 Regional Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/416** : **MEDICAL OFFICER: GRADE 1 TO 3 (PAEDIATRICS AND NEONATOLOGY)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Paarl Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Participate in the after-hours call system and perform outreach in the Paarl Hospital ecosystem. Competencies (knowledge/skills): Proven experience in principles of planning, organizing, and implementation. Proven knowledge of public health policies, clinical guidelines, and related prescripts to manage resources effectively. Strong managerial and supervisory skills are needed. Proven ability to manage paediatric and neonatology emergencies independently. Proven ability to manage children with long term health conditions. Proven ability to perform basic paediatric and neonatal procedures.
- DUTIES** : (key result areas/outputs): Ensure a safe, efficient, and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Health Ecosystem: Performing basic paediatric and neonatal procedures, including intracostal drains, administration of surfactant,

blood exchange transfusions, fine needle aspirations, cooling of neonates with hypoxic ischemic encephalopathy, lumbar puncture, and intraosseous needles Managing high care patients including endotracheal intubation and ventilation, paediatric advanced life support, neonatal advanced life support. Managing children with long term health conditions in an outpatient bases. Death audits and use of Child Problem Identification Program. Ensure compliance by means of maintaining high quality and comprehensive clinical records. Comply with all the relevant administrative policies and prescripts of the Western Cape Department of Health and Wellness. Financial management by effective and efficient use of resources. Participate and clinical teaching and training activities. Participate in continuous professional development and improvement activities.

- ENQUIRIES** : Dr JR Murray (email: [Jaco.Murray@westerncape.gov.za](mailto:Jaco.Murray@westerncape.gov.za), tel: 021 860 2603)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications"). Experience in working in a level two Paediatrics and Neonatology unit.
- NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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.
- CLOSING DATE** : 23 December 2024
- POST 45/417** : **REGISTRAR (SURGERY: UROLOGY) (5-YEAR CONTRACT)**
- SALARY** : R949 146 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- 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 HPCSA as a Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Commuted overtime is compulsory. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS (SA) part 1A. A certificate of ATLS and Basic Surgical skills course completed. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in Urology. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Ability to work in a team under pressure. Research experience.
- DUTIES** : (key result areas/outputs): Teaching. Research. Leadership. Clinical Service: Patient Care. Clinical Service: Operative. Clinical governance.
- ENQUIRIES** : Ms Shene Isaacs, email: [Shene.Isaacs@uct.ac.za](mailto:Shene.Isaacs@uct.ac.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. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. \*Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/418</u></b>	:	<b><u>SOCIAL WORK MANAGER GRADE 1 TO 2</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R920 082 per annum Grade 2: R1 094 508 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: An appropriate Bachelor's degree or diploma or equivalent qualification that allows registration with South African Council for Social Work Professions (SACSSP) as a Social Worker. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of current registration. Experience: A minimum of 10 years of appropriate experience in social work after registration as a Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Excellent communication skills (written, verbal), advanced report writing and strong administrative skills. Good organisational, decision-making and conflict resolution skills. Understanding of quality assurance and strong commitment to high service standards. Strong leadership, motivational, and interpersonal skills and ability to work in a team. Knowledge of national, provincial and institutional health delivery systems. Experience in teaching and/or supervision of undergraduate Social Work students. Relevant and recognizable clinical, supervisory and managerial experience in a Social Work department in a tertiary hospital setting.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Hospital. Represent Groote Schuur Hospital, Social Work department and Allied Health Professions at provincial and national platforms. Promote quality patient care through the setting, implementation and monitoring of standards. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Social Work department. Co-ordinate and participate in the training of staff and students as well as promoting research with the social work department. Responsible for planning, managing, co-ordinating and maintaining an optimal Social Work service aligned with the strategic core business of Groote Schuur Hospital and the Western Cape Department of Health and Wellness.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Naidoo, email: <a href="mailto:Lionel.Naidoo@westerncape.gov.za">Lionel.Naidoo@westerncape.gov.za</a>
<b><u>NOTE</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>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. 23 December 2024
<b><u>POST 45/419</u></b>	:	<b><u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R827 211 per annum Grade 2: R961 806 per annum Grade 3: R1 113 600 per annum (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE REQUIREMENT</u></b>	:	Alexandra Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: - <b>Grade 1</b> : None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2</b> : Minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. - <b>Grade 3</b> :



Minimum of 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

**DUTIES**

: (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).

**ENQUIRIES**

: Dr Ockert Coetzee, Tel No: (021) 503-5026/7

**APPLICATIONS**

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

**NOTE**

: The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar 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**

: 23 December 2024

**POST 45/420**

: **PROFESSIONAL NURSE GRADE 1-3 (GENERAL – PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY**

: R827 211 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE**

: Riversdale Hospital

**REQUIREMENT**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: -Grade 1: None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. -Grade 3: Minimum of 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a

professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

**DUTIES** : (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).

**ENQUIRIES** : Dr Ockert Coetzee, Tel No: (021) 503-5026/7  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar 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** : 23 December 2024

**POST 45/421** : **CLINICAL PSYCHOLOGY GRADE 1 TO 3**

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

**CENTRE** : Red Cross Children's War Memorial Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in Clinical Psychology. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Experience: **Grade 1:** None after registration as with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Ability to adhere to all departmental requirements and protocols. Ability to provide psychological assessment and intervention services independently and as part of a team. Excellent report, clinical note and referral writing skills. Good computer skills (MS Word, Excel and PowerPoint). Comply with National Core Standards requirements.

**DUTIES** : (key result areas/outputs): Manage and provide clinical service delivery with inpatients and outpatients at the Division of Child and Adolescent Psychiatry and the main Red Cross Children's Hospital. Supervise intern psychologists

and support their learning in designated clinical area. Participate in ward rounds and multidisciplinary meetings. Participate in personal, departmental and hospital in-service and training programs. Engage in relevant research, teaching and training activities.

**ENQUIRIES APPLICATIONS** : A/Prof John-Joe Dawson-Squibb, Tel No: (021) 685 4103.  
: 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 job contents as indicated in the advertisement might be adjusted in terms of the service needs. Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. The pool of applicants will be considered for other Clinical Psychologist posts within the Red Cross Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 23 December 2024

**POST 45/422** : **COUNCILLOR GRADE 1 TO 3**

**SALARY** : Grade 1: R675 450 per annum  
Grade 2: R769 347 per annum  
Grade 3: R868 662 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Khayelitsha Eastern Sub-structure Office  
: Minimum educational qualification: Appropriate qualification that allows registration with the health professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-structure/ district to consult clients, attend and conduct meetings and training sessions. Experience: Grade 1: None after registration with the Health Professions Council of South Africa as a Registered Counsellor. Grade 2: A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as Counsellor. Grade 3: A minimum of 16 years appropriate experience as a Councillor after registration with Health Professional Council (HPCSA) as Counsellor. Competencies (knowledge/skills): Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. Knowledge and/or experience in counselling, psychometric assessments and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e. MS Word, PowerPoint and Excel). Knowledge and application of regulations, policies and procedures relevant to health programs.

**DUTIES** : (key result areas/outputs): Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psycho-education and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

**ENQUIRIES APPLICATIONS** : Ms Stella Mokitini Tel No:(021) 360 4622  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 20 December 2024

**POST 45/423** : **OPERATIONAL MANAGER NURSING (SPECIALTY: NURSERY) (HIGH CARE)**  
Chief Directorate Metro Health Services

**SALARY** : R656 964 per annum  
**CENTRE** : Mitchells District Plain Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. 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: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1-year post-basic Advanced Midwifery and Neonatal Nursing Science. Inherent requirement of the job: Ability and willingness to assist with after - hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arises. Ability to work under pressure and in a multi - disciplinary team context. Competencies (knowledge/skills): 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 Child Act, Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and Power Point)

**DUTIES** : (key result areas/outputs): Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. 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 and analysis 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  
**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 posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/424** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CSSD)**  
(Chief Directorate: Rural Health Services)

**SALARY** : R656 964 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree) in Nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least – year, accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC. At least 5

years of the period referred to above must be appropriate, recognisable experience in the specific specialty after obtaining the 1-year qualification as mentioned above. Inherent requirement of the job: Excellent verbal and written communication skills. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision-making, conflict resolution (labour relations and disciplinaries) and technical, including PC literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), finance policies and practices. Knowledge of Functional Business Unit (FBU's).

**DUTIES** : (key result areas/outputs): Plan, lead, organise, coordinate and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance and other relevant directives. Ensure the delivery of quality nursing care within set standards of a professional and legal framework. Coordinate the provision of, and active participation in, effective training and research to maintain and ensure achievement of CPD, self-development, professional growth and ethical standards. Provide active support to Nursing- and Hospital Leadership in leading the change process.

**ENQUIRIES** : Mrs E Smith, tel. no. (021) 860-2839 or [emily.smith@westerncape.gov.za](mailto:emily.smith@westerncape.gov.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 23 December 2024

**POST 45/425** : **OPERATIONAL MANAGER NURSING (SPECIALITY: PSYCHIATRY) (X3 POSTS)**

**SALARY** : R656 964 per annum  
**CENTRE** : Valkenberg Hospital (Wards: Male Pre-discharge; Female Acute, Acute Adult Male)

**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 with Psychiatry. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts

on day duty when required to satisfy operational needs. Work night duty on a planned schedule to relieve the night manager. A Valid (Code B/EB) driver's licence. It will be required of the incumbent to rotate within the hospital. Competencies (knowledge/skills): Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.  
**DUTIES** : (key result areas/outputs): Ensure adherence to MHCA prescripts and other legislation. Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Co-ordinate and actively participate in focused training and development of permanent staff and nursing students according to development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

**ENQUIRIES** : Mr Mapitsi Photo, Tel no: (021) 826-5801.  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.  
23 December 2024

**CLOSING DATE**

**POST 45/426**

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

**SALARY**

**CENTRE**

**REQUIREMENT**

R656 964 per annum  
Hawston Clinic  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least one year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Competencies (knowledge/skills): -Excellent verbal and written communication skills. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources and Financial policies. Computer literacy (MS Office & Permis).

**DUTIES**

(key result areas/outputs): Provide quality comprehensive health care to the community. Render a comprehensive nursing health care program for promotion of health, self-care, treatment, and rehabilitation of patients. Provide an administrative service, i.e. manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Provide educational services, i.e. identify learner needs and provide opportunities for development. Provide effective control and management of equipment and stock. Organise a cost-effective service on a daily basis and participate in community involvement, including attending community engagements as required.

**ENQUIRIES**

**APPLICATIONS**

**NOTE**

**CLOSING DATE**

**POST 45/427**

**ASSISTANT DIRECTOR: DENTAL TECHNOLOGY GRADE 1 (DENTAL SERVICE)**

Chief Directorate: Metro Health Services

**SALARY**

**CENTRE**

**REQUIREMENTS**

R605 550 per annum  
Oral Health Centre, Tygerberg/Mitchell's Plain  
Minimum educational qualification: A recognised National Higher Diploma or Bachelor's degree in Dental Technology that allows for registration with the South African Dental Technicians Council (SADTC) as a Dental Technologist. Registration with a professional council: Current registration with the South African Dental Technicians Council as a Dental Technician/Technologist. Experience: A minimum of eight (8) years appropriate experience in the Dental Technology field, of which five (5) years must be in appropriate managerial/supervisory experience after registration with SADTC. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to function within a multidisciplinary team setting, to be flexible and work independently. Good management, administrative, supervisory functions and good problem-solving abilities and conflict resolution. Quality assurance programme, strategic planning and management. Knowledge of legal compliance requirements for safe use of the equipment and the OHS Act. Finance, Budget and Human Resource Management and Supply Chain Management processes. Computer literacy and associated software programs e.g. (Microsoft office suite - Word, Excel, PowerPoint, Outlook, Teams etc.)

**DUTIES**

(key result areas/outputs): Co-ordinate activities and functions of all Dental Technology categories: Dental Prosthetics, Crown and Bridge, Orthodontics and Digital Dental Technology. Provide a cost effective, effective and efficient

management service in fabrication of specialized and routine dental prosthesis. Effective Management, of the Administration and Finance (PFMA) of laboratory functions, namely, report writing, record keeping and statistics and data management. Provide effective learning and teaching support and assistance to students, colleagues and clinicians. Management of HR matters and planning within the Dental Laboratory, staff development and training, monitoring and evaluation of staff, management of PERMIS (PGWC), appraisal system and implementation of employee wellness programmes. Management over the resources in the dental laboratory. (Control Consumables, Equipment and Maintenance).

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

**ENQUIRIES** : Dr. CCA Cloete Tel No: (021) 937 3092  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 25 October 2024

**POST 45/428** : **CLINICAL PROGRAMME COORDINATOR (HEAD INFORMAL NURSE TRAINING UNIT)**

**SALARY** : R520 560 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Good written and verbal communication skills. Computer literacy (MS Office and Outlook). Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organization skills and the ability to function under pressure. Knowledge of relevant legislation and policies of the Department of Health Western Cape.

**DUTIES** : (key result areas/outputs): Co-ordinate and participate in the teaching of personnel in the clinical areas. Facilitate the basic and post-basic course programmes for nursing staff and manage the identified nurse education programmes in the Nursing department. Evaluate or assess the competencies and skills of speciality nursing personnel. Facilitate the in-service training and competencies as well as the orientation programmes for all nurses. Conduct surveys and research relating to nursing education and nursing service matters. Liaise with the Nursing Directorate and relevant nursing colleges for basic or post basic nursing training student placements and provide input at the hospital's nursing training committee meetings.

**ENQUIRIES** : Mrs F Baartman, Tel No: (021) 938-4055  
**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 the post. Candidates may be subjected to a practical test.

**CLOSING DATE** : 13 December 2024

**POST 45/429** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 TO 2 (HIV/AIDS AND TB)**  
Chief Directorate: Metro Health Services

**SALARY** : R520 560 per annum  
**CENTRE** : Northern/Tygerberg Sub-structure  
**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. (This dispensation is only applicable for the posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A Minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Maternal-Child-Women's Health, HIV/AIDS/STI/TB, Chronic Disease. Knowledge of management and Community Orientated Primary Care (COPC). Ability to work independently and in a multi-disciplinary team. Computer literate in MS Office (Excel, Word and Power point), and MS Outlook.

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

**ENQUIRIES** : Ms. RS Perrang. Tel No: 021 815 8867  
**APPLICATIONS** : 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: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment

**CLOSING DATE** : 23 December 2024

**POST 45/430** : **OPERATIONAL MANAGER NURSING GRADE 1 TO 2**  
Chief Directorate: Metro Health Services

**SALARY** : R520 560 per annum  
**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends and Public Holidays as required. Valid driver's license. Competencies (knowledge/skills): Good interpersonal skills, leadership and communication skills. Computer literacy (MS Word, Excel, and Power Point.) Demonstrate an in-dept knowledge of nursing and public service legislation, regulation, and Departmental Policies. Knowledge of Human resource and financial guidelines, policies, and protocols.

**DUTIES** : (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES** : Ms Sadia Abrahams, Tel No: 021 834-5826.



- 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 applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/431** : **CLINICAL PROGRAMME COORDINATOR GRADE 01 (COMPREHENSIVE HEALTH)**  
Garden Route District
- SALARY** : R520 560 per annum
- CENTRE** : Garden Route District Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e.diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written). Knowledge of the Maternal-Women's-Health programme, Community Based Services. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Support Comprehensive Health programmes by attending applicable meetings and effectively communicate issues and give feedback to applicable managers. Manage risks continuously to minimize or eliminate, where possible medico-legal incidents. e.g., Audits, complaints, PSI's in Hospital Facility Wards. Enhance the Principles of Community Orientated Primary Care and strengthen Partnerships. Facilitate, conduct, monitor and support with the formal training programme developed for the Community Health Workers. Support with Nursing related issues, e.g. Nurse Training, Community Service Nurses, Ideal Clinic and -Hospital, Notifiable Medical Conditions.
- ENQUIRIES** : Ms G Terblanche, Tel No: (044) 803-2700
- 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 Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
- CLOSING DATE** : 23 December 2024
- POST 45/432** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION CONTROL)**  
Chief Directorate: Metro Health Services
- SALARY** : R520 560 per annum
- CENTRE** : Metro TB Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience in IPC in a TB environment. Good interpersonal relations, leadership and communication skills (verbal and written) Ability to analyse health systems information, conducting research or surveys and compiling comprehensive report. Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS and Ideal Clinic requirement).

**DUTIES** : (key result areas/outputs): Management of Infection control. Education on Infection Prevention Control practices. Promotion and maintenance of Waste Management. Ensure effective Occupational Health and Safety Programme. Participate in the analysis, formulation and implementation of Ideal Hospital Framework, guidelines standards & procedures. Maintain Constructive working relationship with stakeholders e.g. nursing multi-disciplinary and inter-departmental teamwork.

**ENQUIRIES** : Ms M Dankers, Tel No: (021) 508-7420

**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 and oral assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/433** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**  
Garden Route District

**SALARY** : R520 560 per annum

**CENTRE** : Uniondale Hospital, George 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 a Professional Nurse. Registration with a Professional Council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration with SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work overtime, night duty and weekends as required. Valid Code B/EB driver's license. Competencies (knowledge/skills): Good managerial, supervisory, basic computer (MS Office, Outlook and Teams) and decision-making skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills.

**DUTIES** : (key result areas/outputs): Supervise, plan and implement the provision of effective and efficient patient care in a small district hospital. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Provide effective leadership and management of human, financial and physical resources to ensure optimal operational functions Supervise, plan and implement the provision of effective and efficient infection control measures. Maintain and participate in inter professional & multidisciplinary teamwork and have a constructive working relationship with nursing personnel and other stakeholders. Optimal support to the supervisor & management. Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives of the Health Department. Function as a health care professional according to the applicable norms and standards.

**ENQUIRIES** : MS G Lloyd, Tel No: (044) 814 -1123

**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 may be subjected to a competency test.

**CLOSING DATE** : 23 December 2024

**POST 45/434** : **CHIEF ARTISAN GRADE A (TECHNICAL SUPPORT)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade A: R455 223 per annum

**CENTRE** : Office of the Chief Directorate: Metro Health Services

**REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate in Building Management. Experience: Ten (10) years appropriate post qualification experience as Artisan/Artisan Foreman Appropriate supervisory/managerial experience. Competencies (knowledge/skills): Strong communication skills (written and verbal) with the ability to communicate effectively to both internal and external stakeholders. Strong organisational and problem-solving skills to support effective project management and the timely delivery of targets and outputs. Knowledge of the relevant SCM and Finance legislative prescripts, policies and procedures. Appropriate building management experience. Ability to work independently and good organizational and project management skills.

- Computer proficiency in MS Office package. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness to perform standby duties after hours and over weekends/Public holidays and overtime when the need arises. Willingness to travel within the Metropole
- DUTIES** : (key result areas/outputs): Management, coordination and monitoring of maintenance projects for facilities within the Chief Directorate: Metro Health Services. Ensure adherence to all legislation relating to construction, mechanical, electrical, plumbing, welding and carpentry works to ensure compliance and smooth operation, at Bellville Health Park and facilities across the Metro Health Services. Planning of logistical and systems management in close collaboration with Supply Chain Management/Finance Management resources at facilities and Bellville Health Park. Strategic planning and management of maintenance, repairs and infrastructure projects. Ensure compliance, safety and risk management practices is adhered to. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks in order to achieve compliance with IHS, IPC and OHS norms and standards. Provide input, assistance and compile technical specifications, draft business plans, draft reports and submissions, assist and complete adverse incident reports, submit monthly and adhoc statistics and other relevant administrative tasks as required.
- ENQUIRIES** : Mrs K Househam; Tel No: 021 815 8711
- 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/written/oral and competency assessment. The pool of applicants will be considered for any similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/435** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (X5 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Good interpersonal, planning, and organisational skills. Computer literacy (MS Word, Excel & Outlook). Knowledge of the Mental Health Care Act, Child Care Act, Nursing Act and other relevant legislation.
- DUTIES** : (key result areas/outputs): Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources (equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
- ENQUIRIES** : Mr. Mapitsi Photo, Tel No: (021) 8265 801
- 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). Candidate will be subjected to a practical/written 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.

- CLOSING DATE** : 23 December 2024
- POST 45/436** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCIES)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital  
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/Accoucheur. Post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** 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 above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently ad as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care delivered to patients in trauma and emergency unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the trauma and emergency unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in trauma and emergency. Effective utilization of human, material and physical resources.
- ENQUIRIES APPLICATIONS** : Mr R Geswindt, Tel No: (021)377-4410  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment.
- CLOSING DATE** : 23 December 2024
- POST 45/437** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PHC TRAUMA & EMERGENCY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R 451 533 (PN-B1) per annum

<b><u>CENTRE</u></b>	Grade 2: R 553 545 (PN-B2) per annum Klipfontein Mitchells Plain Sub-Structure Gugulethu CHC (X2 Posts) Hanover Park CHC (X2 Posts)
<b><u>REQUIREMENTS</u></b>	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification, with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse (Trauma). 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 periods referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year post-basic qualification in the specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts/ night shift, public holidays when required. Willingness to work overtime when required. Competencies (knowledge/skills): Planning and organisational skills. Self-discipline and motivation.
<b><u>DUTIES</u></b>	(key result areas/outputs): Provide optimal, holistic specialised nursing care within the Trauma/Emergency/Critical Care. Effective utilisation of human, financial and physical resources (equipment and consumables). Participate in training and research. Provide support to Nursing Service Manager and assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures and relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	Ms S Patel-Abrahams, Tel No: (021) 370-5000
<b><u>APPLICATIONS</u></b>	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	23 December 2024
<b><u>POST 45/438</u></b>	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	Paarl Hospital
<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 with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant

specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Operating theatre. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).

**DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG) on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.

**ENQUIRIES** : Ms E Smith at Tel No: 021 860 2839 or [Emily.Smith@westerncape.gov.za](mailto:Emily.Smith@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. 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. 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.

**CLOSING DATE** : 23 December 2024

**POST 45/439** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**  
(Central Karoo District)

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R 553 545 per annum

**CENTRE** : Laingsburg PHC

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with the Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): NIMART training or experience will be to your advantage. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook). Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Drivers Licence or willingness to obtain driver's licence within a period of time.

**DUTIES** : (key result areas/outputs): Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management.

<b><u>ENQUIRIES</u></b>	:	Mr GG Samuels Tel.No: (023) 814-2015/23
<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 to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for other Clinical Nurse Practitioner 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>	:	23 December 2024
<b><u>POST 45/440</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</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>	:	Kwanokuthula CDC (1 post) Kynsna Clinic (1 post) Kynsna/Bitou subdistrict (1 post).
<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 (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year 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/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>-Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist with Management of the Burden of Disease according to the Comprehensive Health programme. Quality of 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. Manage human resources under supervision. Assist with Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.
<b><u>ENQUIRIES</u></b>	:	Ms PM Peters, Tel No: (044) 302-8400
<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 who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications 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.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/441</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u></b> Cape Winelands Health District

<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R 553 545 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Langeberg Sub-district Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness in the of health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. E Pengelley Tel No: (023) 626–8539 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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/442</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) (X4 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Michael Mapongwana CHC (1 post) Khayelitsha CHC (1 post) Khayelitsha Eastern Sub-structure (1 post) Kleinvlei CHC (1 post)
<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 (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse (Psychiatry). 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 Psychiatry after obtaining the one-year post-basic qualification in Advanced Psychiatric Nursing Science. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Ability to consult with clients who require mental health counselling.
- DUTIES** : (key result areas/outputs): Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.
- ENQUIRIES** : Ms Stella Mokitimi, Tel No: (021) 360-4703
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in in Advanced Psychiatric Nursing Science. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/443** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (72 HOUR ASSESSMENT)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R 553 545 (PN-B2) per annum
- CENTRE** : Mitchells Plain District Hospital
- REQUIREMENT** : 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 with psychiatry. A Post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse and Psychiatry. Experience: **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. **Grade 2:** 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 above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing Science. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently ad as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care delivered to patients within the psychiatry unit. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the psychiatry unit. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in psychiatry. Effective utilization of human, material and physical resources.
- ENQUIRIES** : Mr R Geswindt, Tel No: (021) 377-4410
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (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 to candidates who apply for the first time for registration in Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar posts within the Department 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>	:	23 December 2024
<b><u>POST 45/444</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Paarl Hospital 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 with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends to meet the operational requirements. Competencies (knowledge/skills): Valid Code (B/EB) driver's license. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan organise and the service by analysing, problem, problem solving and decision making. Leadership towards the realisation of strategic goals and objectives of Intensive and High Care Unit. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialized clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilise human, material and physical resources and development of self and others. Display core values of the Department of Health and Wellness (WCG)on the execution of duties, while practicing within the legislation, regulations and protocols applicable to the public service.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Smith at Tel No: 021 860 2839 or <a href="mailto:Emily.Smith@westerncape.gov.za">Emily.Smith@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 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. 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>	:	23 December 2024
<b><u>POST 45/445</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OHS/QUALITY ASSURANCE/IPC)</u></b>

- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : False Bay Hospital  
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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty and public holidays to meet the operational requirements. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional with the SANC in General nursing. Competencies (knowledge/skills): Good verbal and communication skill . Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Ability to work independently and as part of the multi-disciplinary team. Computer literacy (Ms Word, Excel, Power point).
- DUTIES** : (key result areas/outputs): Provide Occupational Health Clinical Services at institutional level (promoting Health, Safety and Wellness in the workplace). Provide advisory services on all Occupational Health and Safety matters. Render an efficient administrative system and control of the Occupational Health Service. Conduct Risk assessment audits. Participate in training programmes in conjunction with People Management and Training Departments as required. Management & Promotion of Quality Assurance and Infection Prevention and Control (liaise with IPC related matters).
- ENQUIRIES APPLICATIONS** : Ms B Tyutu, Tel No: (021) 782 1121. Ms L Shoosmith, Tel No (021) 782 1121  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time." Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application or on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" in registration status) 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 and oral assessment.
- CLOSING DATE** : 23 December 2024
- POST 45/446** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (CLINICAL TRAINING)**  
Central Karoo District
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum.
- CENTRE REQUIREMENTS** : 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 Council (SANC) as a Professional Nurse and Midwife. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Extensive

- knowledge and experience in the Primary Health Care and acute services field of practice. Basic computer skills in MS Word, Excel, Outlook and Teams. Relevant knowledge, skills and experience in training and practical mentorship. (key result areas/outputs): Analysing training needs and resources of clinical personnel at George Sub district level Planning and coordination clinical training, skills development and maintenance of competence interventions in the George Sub district. Presentation facilitation and co-ordination of clinical service related to training programs at George sub district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at George-Sub district. Support the Internal and External Interface strengthening with the focus on the COPC Model Support the Operational Managers to obtain and maintain Ideal Clinic status.
- DUTIES** :
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814 -1100
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
- CLOSING DATE** : 23 December 2024
- POST 45/447** : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALITY: MATERNITY)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Karl Bremer Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period of the above periods must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Inherent requirements of the job: Willingness to work, day and night duty, weekends, public holidays and overtime to meet the operational requirements. Ability to work under pressure and in a multidisciplinary team context. Competencies (knowledge/skills): Good interpersonal, planning and organizational skills. Computer Literacy (MS office & Excel).
- DUTIES** : (key result areas/outputs): Provide safe and comprehensive care to patients in the maternity wards. Provision of optimal, holistic specialized nursing care within set standards and professional/legal framework. Ensure adherence to the principles of Infection Prevention Control practices. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates. Effective utilization of human, material and physical resources.
- ENQUIRIES** : Ms. E Linden-Mars. Tel. No: 021 918 1276
- 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: Psychiatry with the South African Nursing Council. Candidate will be subjected to a practical/written 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. 23 December 2024

**CLOSING DATE**

:

**POST 45/448**

:

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OVERNIGHT WARD)**

Chief Directorate: Metro Health Services

**SALARY**

:

Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R 553 545 (PN-B2) per annum

**CENTRE**

:

Mitchells Plain District Hospital

**REQUIREMENTS**

:

Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/ Accoucheur. Post basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. Registration with a Professional Council:-Registration with SANC as a Professional Nurse and Midwife/Accoucheur. Experience: Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with the SANC in General Nursing. Grade 2: 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 above periods must be appropriate / recognizable experience in the specialty after obtaining the 1 year post basic qualification in Medical and Surgical Nursing: Critical Care: Trauma and Emergency or Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/ make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).

**DUTIES**

:

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

**ENQUIRIES**

:

Mr R Geswindt, Tel No: (021)377 4410

**APPLICATIONS**

:

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

**NOTE**

:

No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Critical Care Nursing: General. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/ practical and oral assessment.

**CLOSING DATE**

:

23 December 2024

**POST 45/449**

:

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ORTHOPAEDICS)**

**SALARY**

:

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

**CENTRE**

:

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

:

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: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4

years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other units within the Orthopaedics department. 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.

**DUTIES** : (key result areas/outputs): Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Assist with administrative duties, e.g. data collation and reporting. Deliver an effective outreach service. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of orthopaedic patients. Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Specialist Nurse in Orthopaedic Nursing.

**ENQUIRIES** : Ms N Rasmus Tel No: (021) 404-3181

**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 compulsory competency test. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Orthopaedic Nursing. 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.

**CLOSING DATE** : 23 December 2024

**POST 45/450** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X7 POSTS)**  
Cape Winelands Health District

**SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum

**CENTRE** : Drakenstein 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 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: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to promote quality patient care through the implementation of protocols, guidelines and standards. Computer literacy (MS Word and Excel).

**DUTIES** : (key result areas/outputs): Assist with the management of the burden of disease in accordance with the guidelines and protocols of the western cape.

Provide and maintain quality of care to all patients and health services. Maintain accurate clinical records, statistics registers, and referral records. Effective utilization of Resources/Stock within the limited budget constraints. Participation in Community events and initiating awareness with regards to health-related issues. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Supervise and mentor lower categories of staff. Maintain professional growth/ethical standards and self-development.

- ENQUIRIES** : Ms. J Bosch, Tel No: (021) 862-4520
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/451** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE** : Paarl Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 5 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Child Nursing Science. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power point and Outlook). Knowledge of relevant legislation and policies of the Department of Health Western Cape. Implement skills to plan and organise the service by problem solving and decision making. Leadership towards the realisation of strategic goals and objectives in the Paediatric Department. Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Ability to communicate effectively (both written and verbal).
- DUTIES** : (key result areas/outputs): Ensure quality patient care regarding the identification of nursing needs, the planning & implementation of nursing care plans and the education of nursing personal as Professional Nurse in Paediatric department. Render and supervise specialized clinical nursing care and support staff with surgical and medical procedures. Utilise human, material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health & Wellness in the WCH. In the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms B. Fourie, Tel No: (021) 860-2696/2522.
- 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: Paediatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Chief Directorate: Rural Health Services for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/452** : **PROFESSIONAL NURSE GRADE 1 TO 2 SPECIALTY: NEPHROLOGY**
- SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science: Nephrology or Medical & Surgical Nursing Science: Critical Care Nursing: General Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate to other units within the Nephrology department. 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
- DUTIES** : (key result areas/outputs): Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Nephrology. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of Nephrology patients.
- ENQUIRIES** : Mr D. Peters Tel No: (021) 404 5083
- 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: Medical & Surgical Nursing Science: Nephrology or Medical & Surgical Nursing Science: Critical Care Nursing: General. 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.
- CLOSING DATE** : 23 December 2024
- POST 45/453** : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALITY: EMERGENCY CENTRE)**  
Chief Directorate: Metro Health Services



<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Karl Bremer Hospital 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. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a 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/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 in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirements of the job: Will be required to work shifts (day & night), weekends and public holidays. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation and policies. Analytical thinking, independent decision making, problem-solving skills and ability to facilitate and promote training. Computer literacy (MS Word, Outlook and Excel).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department including efficient and accurate documentation, statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs. E. Linden-Mars, Tel No: (021) 918-1276 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). Candidate will be subjected to a practical/written 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>	:	23 December 2024
<b><u>POST 45/454</u></b>	:	<b><u>PHARMACIST (INTERN) (01 JANUARY 2025 UNTIL 31 DECEMBER 2025)</u></b> Chief Directorate: Emergency and Clinical Services Support (Pharmacy Services)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R417 276 per annum Mitchell's Plain Community Health Centre Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist Intern. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist Intern. Competencies (knowledge/skills): Knowledge of and ability to comply with applicable Pharmacy legislation and National and Provincial Health Policies. Ability to work accurately under pressure and maintain a high standard of professionalism. Good interpersonal and communication skills. Computer literacy.

- DUTIES** : (key result areas/outputs): Leadership by demonstrating initiative in addressing problems. Provision of Pharmaceutical Care, including prescription evaluation, dispensing of medication and provision of information to ensure patient compliance and therapeutic success. Effective medicine supply management to ensure the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Adherence to policies, procedures and expenditure control. Assist with the training, education and development of pharmacy staff and other healthcare workers, and promotion of public health. Quality Management by demonstrating compliance with Regulated Norms and Standards, Occupational Health & Safety control and good pharmacy practices. All duties will be performed under the direct supervision of a pharmacist
- ENQUIRIES** : Ms D Frieslaar, E-mail address: [Denise.Frieslaar@westerncape.gov.za](mailto:Denise.Frieslaar@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 the post. All applicants are to submit the following. A comprehensive CV with referral letters from 3 referees. 2. Certified copies of Matric Certificate, Identity Document, University academic record for the 3 years of study and South African Pharmacy Council (SAPC) student registration certificate. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first-time registration. The interviews will take place via MS Teams. Accommodation during internship will not be provided. All short-listed candidates will undergo a technical competency test.
- CLOSING DATE** : 23 December 2024
- POST 45/455** : **EMS STATION MANAGER GRADE 3 TO 6**
- SALARY** :  
Grade 3: R376 596 per annum  
Grade 4: R455 079 per annum  
Grade 5: R532 815 per annum  
Grade 6: R591 741 per annum
- CENTRE** : Emergency Medical Services, Metropole Southern Division
- REQUIREMENTS** :  
Minimum educational qualification: **Grade 3:** Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with the Professions Council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Report writing skills. Inherent requirements of the job: Valid code C1 driver's license. Current registration as an AEA, ECT, Paramedic or ECP. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner.
- DUTIES** : (key result areas/outputs): Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive

of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES** : Mr. LM Mdzeke (District Manager - Southern) – Tel No: (021) 374 2316 / Ms K Ndiki, Tel No: 021 374 2316

**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** : 23 December 2024

**POST 45/456** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (X2 POSTS)**

Chief Directorate: Metro Health Services

**SALARY** : R376 413 - R443 403 per annum

**CENTRE** : Office of the Chief Director: Metro Health Services

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree (or equivalent qualification). Experience: Appropriate experience in Information Management and Information Systems within a Health Care environment. Appropriate experience in data processing, data quality checking and data analysis. Appropriate experience in report writing and compiling data in different formats. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform Overtime/Standby duties when required. Competencies (knowledge/skills): Must have a high-level computer literacy in Microsoft Office (Excel, Word, PowerPoint, Outlook). Knowledge of computer hardware and data management software policies and procedures.

**DUTIES** : (key result areas/outputs): Ensuring effective Information Management and Support to all role players within MHS to ensure efficient and effective management of Performance Data. Providing technical support in terms of hardware and related systems to end-users, including training of users on Clinicom and various related Health Information Systems. Ensuring quality data is provided to MHS Management and substructure management teams. Maintain compliance within all aspects of Information Management and ensure reporting deadlines are met.

**ENQUIRIES** : Mr D. Roman, Tel No: (021) 815 8699.

**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 Director: MHS for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/457** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**

Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R376 413 per annum

**CENTRE** : Directorate: Medicine Management, Laboratory and Blood Services Support

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree or equivalent. Experience: Appropriate Supervisory experience Appropriate experience in Administration, Support Service and Contract Management. Appropriate experience in Finance management in the Public Service. Appropriate experience in LOGIS. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above average computer and software literacy including MS Office suite. Ability to work independently as well as in a team. Knowledge as it relates to People Management administration and labour relations prescripts. Ability to work under pressure and meet deadlines.

**DUTIES** : (key result areas/outputs): Manage the coordination and the administration of People Management related services at the CMD. Manage and coordinate the rendering of support services as it relates to planned and unplanned infrastructure maintenance. Effective People Management and supervision of the Support Services team. Effective and efficient Contract Management. Ensure an efficient government transport and messenger service. Liaison

		between Service Provider, Staff, Contract Manager, Depot Manager and Section Heads.
<b><u>ENQUIRIES</u></b>	:	Ms C Buthelezi, Tel No: (021) 483 8804
<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>	:	23 December 2024
<b><u>POST 45/458</u></b>	:	<b><u>DIETICIAN: GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R514 785 per annum
<b><u>CENTRE</u></b>	:	Support & Outreach Beaufort West PHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: 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: A valid driver's licence (Code B/EB) and willing to drive to Health facilities in the Central Karoo District. Willingness to work overtime when necessary. Competencies (knowledge/skills): Possess strong clinical knowledge and skills, particularly in managing disease-specific nutrition support for conditions like HIV/AIDS, TB, malnutrition, and maternal-child health. Be proficient in therapeutic dietary interventions and nutrition counseling while effectively communicating with patients, families, and healthcare teams. Organizational competence is essential, as the role involves managing clinical, outreach, and administrative tasks, as well as training and mentoring junior colleagues. Adaptability and problem-solving skills are key to navigating resource-limited environments. Leadership abilities, especially in managing clinic operations, when necessary, combined with a commitment to continuous professional development, round out the essential competencies for this role. Co-ordination of off-site dietetic services, collaborating with specialists, and leading nutrition education and health promotion campaigns. Support food service management, document patient care, complete administrative tasks, and actively participate in professional development. Assist the clinical manager in maintaining smooth clinic operations.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide therapeutic nutrition treatment and counseling for various conditions such as CDL, HIV/AIDS, TB, malnutrition, and maternal-child health. Promote breastfeeding, ensure compliance with MBFI/IYCF protocols, and support micronutrient malnutrition control through outreach services and local clinics.
<b><u>ENQUIRIES</u></b>	:	Dr A van Rooy Tel No: (023) 414 - 8200
<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 Central Karoo District, for a period of 3 months

from date of advert. Candidates will be subjected to a practical/written and oral assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/459** : **SENIOR ADMINISTRATIVE OFFICER: POLICY AND PRACTICES**  
Chief Directorate: Metro Health Services

**SALARY** : R376 413 per annum  
**CENTRE** : Khayelitsha Eastern Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management or related field. Experience: Appropriate experience in all aspects of PERSAL and People Management matters. Inherent requirement of the job: Valid Code B/EB driver's licence and willingness to travel. Competencies (knowledge/skills): -Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Extensive knowledge of PERSAL. Knowledge of HR Policies, procedures, practices. Knowledge of Staff Performance Management System. Computer skills (MS Office, Excel and PowerPoint)

**DUTIES** : (key result areas/outputs): Ensure policy implementation, co-ordination and provide necessary training. Responsible for compensation management, including OSD matters and grade progression. Assist, Complete and follow up compliance investigations. Provide support to CHC's and Hospitals within the Khayelitsha/Eastern Sub-structure with regards to development and training of staff. Assist with implementation of performance management which include pay progression, performance awards, performance agreement and staff performance management (SPMS) process. Assist with the formal moderation. Investigate grievances with regard to service benefits and SPMS. Monitor and ensure compliance/quality. Assist staff, supervisor, management with employment policy and practices

**ENQUIRIES** : Ms LD Fester, Tel No: (021) 360-4732  
**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: 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** : 23 December 2024

**POST 45/460** : **COMMUNITY LIAISON OFFICER: WELLNESS**

**SALARY** : R376 413 per annum  
**CENTRE** : Directorate: Service Priorities Coordination, Sub-Directorate: Increasing Wellness

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate and relevant experience in project management, community development, stakeholder engagement, strategic support and health promotion. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Understanding of the District Health system. Facilitation, writing, research, conceptualisation, statistical analysis, strategic support and communication skills. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking and negotiating skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume. Supervision and handle a high work volume. Inherent requirements of the job: Valid driver's licence. Willingness to travel throughout the province.

**DUTIES** : (key result areas/outputs): Assist in coordinating and supporting high priority, integrated health and wellness promotion programme(s) across the life course. Support the evaluation and appraisal of health programmes (as required) focusing on implementation status, quality of service, outcomes of programme and burden of disease implications. Support the development and implementation of effective wellness and integrated Health promotion policies, strategies, processes and guidelines in the province in respect to planning, implementation and monitoring and evaluation of a provincial Wellness and integrated Health promotion programme. Administer quarterly reports and participate in the annual review of the integrated health promotion programme. Participate as key member of the Service Priorities coordination team as

required to give effect to a health systems response. Provide strategic support to realise Increasing Wellness objectives. Operationalise logistical, administrative, financial and supervisory functions.

**ENQUIRIES** : Ms. Joy Williams, Tel No: (021) 815 8739  
**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** : 20 December 2024

**POST 45/461** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R376,524 per annum  
Grade 2: R439,755 per annum  
Grade 3: R514,785 per annum

**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to drive to District Hospitals and Clinics in the Central Karoo. Willingness to work overtime when necessary. Competencies (knowledge/skills): Demonstrate a high level of technical proficiency with advanced imaging technologies, ensuring the accurate and timely execution of diagnostic procedures. Strong ethical standards, effective communication, and teamwork are essential, as the radiographer will work closely with multidisciplinary teams to provide optimal patient care. The ability to adapt and work efficiently in a resource-constrained environment is critical, as is a thorough understanding of radiation protection, patient safety, and quality management protocols. A commitment to continuous professional development and a proactive approach to solving challenges within the healthcare system are also key competencies required for this role.

**DUTIES** : (key result areas/outputs): The Diagnostic Radiographer at Beaufort West Hospital will be responsible for delivering a full range of imaging services within the hospital, including routine, trauma, theatre, and mobile radiography. This role extends to providing outreach radiography services across the district, ensuring underserved areas receive necessary diagnostic support. The radiographer will also maintain imaging equipment, ensure compliance with safety protocols, and manage the accurate documentation and reporting of radiographic procedures. In addition, the radiographer will assist the Chief Radiographer and Clinical Manager in administrative tasks and contribute to quality assurance and risk management efforts. Regular participation in training and self-development opportunities is also expected to maintain a high standard of clinical service delivery.

**ENQUIRIES** : Dr A van Rooy tel. no. (023) 414 - 8200  
**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

as Diagnostic Radiographer 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 Central Karoo District for a period of 3 months from date of advert."

- CLOSING DATE** : 23 December 2024
- POST 45/462** : **CLINICAL TECHNOLOGIST GRADE 1 TO 3: NEUROPHYSIOLOGY**
- SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with the Health Professions Council: Registration with HPCSA as a Clinical Technologist: Neurophysiology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Advanced knowledge of clinical neurology and the skill to work with paediatric, adult and geriatric patients. Relevant experience in all aspects of clinical neurophysiology. Inherent requirement of the job: Willingness to work overtime when required.
- DUTIES** : (key result areas/outputs): Routine Electroencephalography (EEG) and long term (telemetry) scalp- and subdural electrode video EEG monitoring. Evoked Potentials (visual evoked potential and auditory brainstem evoked potentials), Nerve Conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT). Must be able to function in all areas of the hospital e.g.: infectious wards, ICU and EC. Provision of specialized neurophysiology diagnostic and investigative services according to GSH protocols within the neurophysiology Unit. Providing accurate interpretation and reporting of the above neurophysiology procedures. Monitoring of and maintaining neurophysiology and other electronic equipment. Infection and stock control as well as ensuring adherence to safety protocols in the neurophysiology laboratory. Expertise and experience in intraoperative monitoring would be a distinct advantage. Assisting with a development teaching plan for clinical technology students and neurologists and participating in and/or assisting with research.
- ENQUIRIES APPLICATIONS** : Ms C Hanekom, email address: [Carla.bailey@westerncape.gov.za](mailto:Carla.bailey@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. 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** : 23 December 2024
- POST 45/463** : **ADMINISTRATIVE OFFICER SCM (CONTRACT ADMINISTRATION)**  
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum
- CENTRE REQUIREMENTS** : Office of the Chief Director: Metro Health Services  
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate

(or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Accounting, Supply Chain Management, Asset Management, Contract Administration and Auditing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the Region when required. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations, the Accounting Officer's System of the Department of Health, Trade world (Electronic Purchasing System): Preferential Procurement Regulations. Knowledge of the bidding process, and Contract Management. Computer literacy (MS Office). Excellent writing and communication skills. Assist with AFS/IFS on Contract Registers.

**DUTIES** : (key result areas/outputs): Co-ordination of the SCM Contract component and Bid Administration. Identify and systematically manage risks including operational and financial risks pertaining contracts. Serve as a member on the MHS Quotation, Specification and Evaluation Committees within the Chief Directorate. Effective co-operation and support to supervisor, colleagues and members of the management team. Manage Supplier and contract performance in the Chief Directorate. Provides advice pre and post bidding phase. Visit Institutions to support with contract administration matters. Legal experience on contract management will be an advantage. Manage Thefts and Losses within the Chief Directorate.

**ENQUIRIES** : Ms T Hendricks, Tel No: (021) 815-8718.

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

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

**CLOSING DATE** : 23 December 2024

**POST 45/464** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R308 154 per annum  
**CENTRE** : Khayelitsha Eastern Substructure Office  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and weekend. Competencies (knowledge/skills): Good management, supervisory skills, knowledge and ability to apply the disciplinary code. Good written and verbal communication skills. Ability to plan, organise, prioritise responsibilities, work under pressure, independently and meet time-frames. Computer literacy (MS Word, Excel, PowerPoint). Good leadership, decision making, change management, goal driven and service orientated skills. Collaborative leadership with various stakeholders, sectors and disciplines. Knowledge and skilled in PFMA, Public Service Regulations, and Labour Relations policies and guidelines.

**DUTIES** : (key result areas/outputs): Provide administrative and management support to the Comprehensive Health Care Platform. Effective management of all Human Resource matters within the Comprehensive Health Programmes unit for subordinates. Render effective facilitation and monitoring of financial claims, including management of suppliers and services. Assist with contract management. Effective management and support to staff.

**ENQUIRIES** : Ms A Bedford, Tel No: (021) 360-4622

**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: 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** : 23 December 2024

**POST 45/465** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services

**SALARY** : R308 154 per annum  
**CENTRE** : Khayelitsha/Eastern Sub-structure Office



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) qualification. Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime and weekend Competencies (knowledge/skills): Good management, supervisory skills, knowledge and ability to apply the disciplinary code. Good written and verbal communication skills. Ability to plan, organise, prioritise responsibilities, work under pressure, independently and meet time-frames. Computer literacy (MS Word, Excel, PowerPoint). Good leadership, decision making, change management, goal driven and service orientated skills. Collaborative leadership with various stakeholders, sectors and disciplines. Knowledge and skilled in PFMA, Public Service Regulations, and Labour Relations policies and guidelines.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide administrative and management support to the Comprehensive Health Care Platform. Effective management of all Human Resource matters within the Comprehensive Health Programmes unit for sub-ordinates. Render effective facilitation and monitoring of financial claims, including management of suppliers and services. Assist with contract management. Effective management and support to staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Bedford, Tel No: (021) 360-4622
<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>	:	23 December 2024
<b><u>POST 45/466</u></b>	:	<b><u>PERSONNEL OFFICER PRINCIPAL (EMPLOYEE BENEFITS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum Khayelitsha Eastern Sub-structure
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in all Employee Benefits practices. Experience of salary systems, personnel management and Persal functions. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint), Outlook and PERSAL. Ability to execute duties accurately and thoroughly. Good interpersonal and problem-solving skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Manage all Human Resource related functions within the HR Department in conjunction with the Senior Personnel Practitioner. Handle appointments, service terminations, salary administration, Overtime, Pilir and general service conditions, audit of leave and personnel files, debt management, pension administration, management of pay sheet and injury on duty. Administer Commuted Overtime applications within the Khayelitsha Eastern Sub-structure. Administer and monitor registrations with Professional bodies for all professional Staff. Approval of PERSAL transactions. Handle personnel enquires and correspondence (written and verbal). Train and development of sub-ordinates. Manage the Staff Performance Management System (SPMS) process for Sub-ordinates. Assist staff, supervisor, management and members of the public regarding Human Resource and Personnel Matters.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Peter, Tel No: (021) 360-4717, email: <a href="mailto:Zintle.Peter@westerncape.gov.za">Zintle.Peter@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>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Principal Personnel Officer (Employee Benefits Administration) 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>	:	23 December 2024
<b><u>POST 45/467</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL GRADE 1 TO 3 (X7 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lentegeur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

with the SANC as a Professional Nurse with Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade1:** None **Grade2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays within the Ecosystem/Catchment area. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy in MS Package. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in Psychiatric ward.

**DUTIES** : (key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Maintain professional growth/ethical standards and self-development. Provision of Support to Nursing Services. Participation in training and research.

**ENQUIRIES** : Mr ST Mndende Tel No: (021) 370 1400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 23 December 2024

**POST 45/468** : **PROFESSIONAL NURSE GRADE 1-3 (GENERAL – 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** : Riversdale Hospital  
**REQUIREMENT** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after-hours, when required. Experience: **-Grade 1:** None after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. 1-year relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **-Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as a Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: -Valid cod B/EB Driver's licence. Availability to work after- hours, when required. Competencies (knowledge/skills): -Adaptability to different clinical settings and adjusted placement requirements.

- DUTIES** : (key result areas/outputs): The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. Complete administrative tasks effectively. Training and supervision of intern clinical psychologists and involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital's annual operational plan (AOP).
- ENQUIRIES APPLICATIONS** : Dr Ockert Coetzee, Tel No: (021) 503-5026/7  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : The post is advertised on joint conditions of employment between the Western Cape Department of Health and the Department of Psychiatry and Mental Health (University of Cape Town). -No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant similar 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** : 23 December 2024
- POST 45/469** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**  
Cape Winelands District
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Montagu Hospital  
: 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 the Professions Council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Inherent requirements of the job: Willingness to work shifts and overtime when necessary. Willingness to work in other wards inside hospital.
- DUTIES** : (key result areas/outputs): Provision of quality basic nursing patient centred care in a hospital setting. Provision of optimal, holistic clinical and elementary nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources, Information management and support services. Improving quality of health services. Community participation, outreach and support. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES APPLICATIONS** : Ms. EJ Van Zyl Tel No: (023) 614-8102  
: 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. A practical test may form part of the selection process. 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 Montagu Hospital for a period of 3 months from date of advert.

<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/470</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Hout Bay CDC (2 post) Lady Michaelis CDC (1 post)
<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 (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as Professional Nurse (General and Midwifery). Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: A Valid (Code B/EB) Driver's License. Must be willing to travel and assist at other clinics within the Substructure. Willingness to work shifts, night shift and overtime when required. Competencies (knowledge/skills): Knowledge of Nursing Care processes and procedures Nursing Act. Problem-solving and decision-making. Report writing skills. Health promotion and team building. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practices 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 subordinates.
<b><u>ENQUIRIES</u></b>	:	Sr T Ahjam Tel No: (021) 810 8040 - Hout Bay CDC. Sr LE Van Wyk Tel No:(021) 797 8171- Lady Michaelis CDC.
<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 of the interview. This concession is only applicable on health professionals who must apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other similar posts within the Chief Director: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/471</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: PALLIATIVE CARE)</u></b> (Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R 451 533 per annum
<b><u>CENTRE</u></b>	:	Eerste River Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwifery or Psychiatry (where applicable). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife or Psychiatry (where applicable). Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the

SANC as Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to undergo palliative care training. Willingness to work shifts, weekends, public holidays, night duty, and perform overtime as required. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook). Demonstrate an in-depth knowledge of nursing and public service legislation and policies. Knowledge of legal framework and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team.

**DUTIES** : (key result areas/outputs): Facilitate the provision of holistic institutional nursing care to patients in an environment that promotes core values and human dignity. Ensure that quality of nursing care is facilitated cost-effectively, efficiently, and equitably whilst at the same time ensuring compliance to the requirements of professional and ethical practices. Ensure realisation of strategic goals and objectives of the Palliative unit with regard to inpatient and outpatient care. Ensure supportive role from ward staff i.r.o end of life patients, receiving and referrals of patients, performing patient assessments, and ensuring patients are appropriately managed and monitored by mentoring and guiding ward staff appropriately. Ensure that effective health promotion and comprehensive health care are in place for the treatment of patients and ensure the effective utilisation of resources to provide quality and sustainable patient care. Coordination of relevant monthly meetings, liaison and communication with multi-disciplinary teams, effective utilisation of training and research opportunities, and effective administrative management of reporting on Palliative care.

**ENQUIRIES** : Mrs MM Lumphondo, Tel No: (021) 902-8010/57  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for the same vacant posts within 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** : 23 December 2024

**POST 45/472** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**  
 West Coast District

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

**CENTRE** : Vredendal Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment and willingness to rotate between Wards. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.

**DUTIES** : (key result areas/outputs): Provide direction/supervision for the implementation of the nursing plan to ensure quality optimal, holistic patient care with set

standards. Implement standards, practices, criteria and indicators for quality nursing practice. Practice nursing and health care in accordance to the nursing and health care laws and regulations to protect patients. Maintain a constructive working relationship with nursing and members of the health and social care teams and participate in training and research. Efficient and cost-effective utilization of human-, material- and physical resources. Support to Nursing services management of the Institution.

**ENQUIRIES** : Mr LK Wagenaar; Tel No: (027) 2132039  
**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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Matzikama Sub-district, for a period of three months from date of advert.

**CLOSING DATE** : 23 December 2024

**POST 45/473** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: GENERAL INPATIENTS)**  
Garden Route District

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

**CENTRE** : Riversdale Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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: Willing to work shifts, including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): -Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices Excellent communication skills (both written and verbal).

**DUTIES** : (key result areas/outputs): Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.

**ENQUIRIES** : Ms T. Oerson, Tel No: (028) 713-8686  
**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 Hessequa Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/474** : **PARAMEDIC GRADE 1 TO 4**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R304 617 per annum  
Grade 2: R376 596 per annum  
Grade 3: R461 625 per annum  
Grade 4: R540 537 per annum

**CENTRE REQUIREMENTS** : Emergency Medical Services, Eastern Division  
Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP- None. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

**DUTIES** : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide effective support to the supervisor and participate in own wellbeing.

**ENQUIRIES** : Mr. M Petersen (District Manager - Eastern) – Tel No: (021) 816-8806 / Ms N Mlatsha, Tel No: (021) 816-8807

**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 undergo a practical assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/475** : **EMS PARAMEDIC GRADE 1 TO 4**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R304 617 per annum  
Grade 2: R376 596 per annum  
Grade 3: R461 625 per annum  
Grade 4: R540 537 per annum

**CENTRE REQUIREMENTS** : Emergency Medical Services, Ceres (Cape Winelands)  
Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the

Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

**DUTIES** : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.

**ENQUIRIES** : Mr I. Naidoo (District Manager – Cape Winelands) – Tel No: (023) 346 6022 / Ms A. Botha, Tel No: 023 346 6022

**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 undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable 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** : 23 December 2024

**POST 45/476** : **PARAMEDIC GRADE 1 TO 4**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R304 617 per annum  
Grade 2: R376 596 per annum  
Grade 3: R461 625 per annum  
Grade 4: R540 537 per annum

**CENTRE** : Emergency Medical Services, Eastern Division  
**REQUIREMENTS** : Minimum educational qualification: **Grade 1:** Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration



with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.

**DUTIES** : (key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing. Provide effective support to the supervisor and participate in own wellbeing.

**ENQUIRIES** : Mr. M Petersen (District Manager - Eastern) – Tel No: 021 816-8806 / Ms N Mlatsha, Tel No: (021) 816-8807

**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 undergo a practical assessment.

**CLOSING DATE** : 23 December 2024

**POST 45/477** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**

**SALARY** : Grade A: R230 898 per annum  
Grade B: R270 915 per annum  
Grade C: R314 751 per annum

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Perform standby duties when necessary. A valid driver's license. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures.

**DUTIES** : (key result areas/outputs): Repairing and maintaining Air Conditioning Systems and plants. Repairing and maintaining Refrigeration Systems and plants. Reporting of challenges to Artisan Foreman Assist with development of Unskilled staff. Ensuring Groote Schuur Hospital is within regulations.

**ENQUIRIES** : Mr. Kali Mgcodo Tel.No: (021) 404-6251 or Mr S Edwards-Medd, Tel.No: (021) 404-3300

**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. Potential candidates might be subjected to a competency test.

**CLOSING DATE** : 23 December 2024

<b><u>POST 45/478</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (FIRE PREVENTION)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate Trade Test Certificate. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid vehicle driver's license. Current Registration in the Field of Fire Prevention with the South African Qualification Control Council in accordance with SABS. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Learn and comply with in-house systems and procedures.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide strategic planning for the Division and all Firefighting equipment, maintenance under the estate's control. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations and with service providers, agents to negotiate quotations and maintenance. Liaise Evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Handle all telephonic queries to and from departments within the workshop and hospital and assist Supervisor with specifications and attendance of site meetings. Keep record of all repairs and perform the necessary administrative functions and clean areas where work has been carried out. Complete and return repair requisitions on the Requisition Data Base and assist in ordering and controlling the workshop, materials and tools.
<b><u>ENQUIRIES</u></b>	:	Mr K Mgcodo, Tel No: (021) 404-6251
<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>	:	23 December 2024
<b><u>POST 45/479</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN</u></b> Directorate: Financial Accounting
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Office base: Stikland Compliance Office)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Finance and Supply Chain Management. Inherent requirement of the job: Valid Code B/EB (manual) drivers' licence. Willing to travel and spend long periods away from the home while placed at Health Institutions in the Western Cape. Competencies (knowledge/skills): Knowledge of computerised Management Financial systems. Knowledge of Supply Chain Management: Demand Planning, Warehouse Management, Asset Management, Acquisition Management. Knowledge of Accounting: Payments, Clearing of Ledger Accounts.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Process LOGIS and BAS payments. Process orders. Perform warehouse functions. Procuring and accounting of assets. Effect transactions on LOGIS/Syspro system.
<b><u>ENQUIRIES</u></b>	:	email: <a href="mailto:Eleanor.Vermeulen@westerncape.gov.za">Eleanor.Vermeulen@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>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/480</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills (written and

- DUTIES** : verbal) Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL. (key result areas/outputs): Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, RWOPS, Appointments, Service Terminations and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties, attending meetings.
- ENQUIRIES** : Mr EJ Jewel, Tel No: (023) 414 8291
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.
- CLOSING DATE** : 23 December 2024
- POST 45/481** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
West Coast District
- SALARY** : R216 417 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject. Experience: Appropriate experience in Supply Chain Management and stores environment. Inherent requirement of the job: Computer literacy (MS Word and Excel). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Good organizing skills. Sound theoretical and practical knowledge of Warehouse Management and procurement functions. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Knowledge of Supply Chain Management processes, LOGIS system and the Accounting Officers System (AOS).
- DUTIES** : (key result areas/outputs): Demand and acquisition. Inventory control: maintenance and management of all inventories and assets. Warehousing: receiving and storing of consumables/goods. Execution of compliance control and relief duties at finance section.
- ENQUIRIES** : Mr S Cupido, Tel No: (022) 921 2153
- 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** : 23 December 2024
- POST 45/482** : **ADMINISTRATION CLERK (SUPPLY CHAIN MANAGEMENT)**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience. Inherent requirement of the job: Willingness to rotate within Supply Chain Section and relieve colleagues when required. Computer literacy in MS Excel and Word. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department Computer literacy (MS Office). Knowledge of the PFMA, National and Provincial Treasury Instructions and Accounting Officer System.
- DUTIES** : (key result areas/outputs): Ensure accurate stock control. ie. verify stock levels and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Asset Management i.e. Planning, Maintaining, Movements, Disposals and Stocktaking are performed. Work on LOGIS & Institutions systems. Assist with compiling and management of Annual Procurement Plan.
- ENQUIRIES** : Mr J Sheraton, Tel No: (021) 370-1423.

<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Short listed candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/483</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate practical experience. Inherent requirements of the job: Work 12-hour shifts (which include night duty, weekends, and public holidays) and work overtime on short notice. Provide relief work in other departments. Competencies (knowledge/skills): Ability to execute duties accurately and thoroughly. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Office package).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure accurate assessment of patients and recording of new patients. Accurate data recording, filling and ensure availability of patient folders. Accurate collection and safekeeping of state money and patient valuables. Filing and drawing of patient folders. Any ad-hoc admin duties. Telephone enquiries. Provide support to supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr R Maritz, Tel No: (023) 414 - 8200
<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>	:	23 December 2024
<b><u>POST 45/484</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE</u></b>	:	Swellendam Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies and procedures. Computer literacy (MS Word, Excel and Outlook). Supervisory skills, ability to work independently and as part of a team. Competencies (knowledge/skills): Extensive knowledge in the electrical field especially in maintenance and repairs. Knowledge of the Machinery and Occupational Health and Safety Act, HR policies and procedures. Computer literacy (MS Word, Excel and Outlook) . Supervisory skills, ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Check, and maintain, service, install and repair electrical equipment and electrical systems at facilities. Attend to emergency electrical failures or problems, assist with managing all emergencies as per the emergency maintenance protocol. Compiling of minor specifications, attend site meetings and manage outsourced contractors. Exercise control over tools, equipment and materials, and ordering of tools and materials. Management and supervision of staff, assist staff members with performing general maintenance, implement the disciplinary code when required. Provide assistance to managers, supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Ms N Wege, Tel No: (028) 514 8400
<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 competency test. No payment of any kind is required when applying for this post

**CLOSING DATE** : 23 December 2024

**POST 45/485** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)**  
Overberg District

**SALARY** : Grade A: R216 417 per annum  
**CENTRE** : Swellendam Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or Accounting as a passed subject and/or Senior certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS Systems. Inherent requirement of the job: Valid B/EB/C1 driver's licence. Ability to work in a physically demanding environment. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and Functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word).

**DUTIES** : (key result areas/outputs): Perform tasks related to procurement administration, such as inviting of quotes in EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management, which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly reports pertaining to assets. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.

**ENQUIRIES** : Ms S Twala, Tel No: (028) 514-8404  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 23 December 2024

**POST 45/486** : **ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Western Cape College of Nursing (Boland Overberg Campus)  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirements of the job: Valid (code B/EB) drivers license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.

**DUTIES** : (key result areas/outputs): Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.

**ENQUIRIES** : Ms L Strauss, Tel No.: (023) 814- 0090  
**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** : 23 December 2024

**POST 45/487** : **ADMINISTRATION CLERK: SUPPORT**  
West Coast District

**SALARY** : R216 417 per annum  
**CENTRE** : Cederberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience of Health Information Systems (HIS), eg. TIER.NET, EDR, PHCIS, SINJANI and Ideal Clinic. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint).

- Appropriate office administration, training and presentation skills. Good interpersonal, communication and organizing skills.
- DUTIES** : (key result areas/outputs): Ensure effective data quality in information management. Effective data compilation for submission using information systems. Effective support services. Assist with collection and collation of data for monitoring and evaluation.
- ENQUIRIES** : Sr M Sandt Tel No: (027) 482 1484
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 23 December 2024
- POST 45/488** : **ADMINISTRATION CLERK: FINANCE/ADMIN (WAREHOUSE MANAGEMENT)**  
Central Karoo District
- SALARY** : R216 417 per annum
- CENTRE** : Southern Cape TB Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Requisitioning and Warehouse Management. Appropriate experience in ESL and contracts. Appropriate experience in LOGIS. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Computer literacy (Windows/Word/Excel and Outlook). Ability to work in a physically demanding environment. Inherent requirements of the job: Physically able to handle stock. Valid (Code B/EB) drivers' licence.
- DUTIES** : (key result areas/outputs): Assist with compiling and management of Annual Procurement Plan. Ensure accurate stock control for all PHC facilities in the Sub District, i.e. verify stock levels, and maintain minimum and maximum levels. Manage inventory effectively in terms of the storage, cleanliness and safe keeping of items. Ensure proper Warehouse Management i.e. Planning, Maintaining, Movements, Disposals and Stocktake Planning and perform LOGIS system functions. Management of Contracts within PHC – ensure SLA adherence. 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.
- ENQUIRIES** : Mr H Mapolie, Tel No: (044) 8141156
- 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 George Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024
- POST 45/489** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R216 417 per annum
- CENTRE** : Hanover Park Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Experience in PHCIS/Clinicom. Competencies (knowledge/skills): Computer literacy. Good interpersonal and communication skills. Ability to accept accountability and responsibility, and to work independently and unsupervised, as well as in a multi-disciplinary team.
- DUTIES** : (key result areas/outputs): Registration and capturing of patient information on PHCIS. Recordkeeping, filing, retrieving, tracing of folders, disposal and archiving of folders. Effective and efficient handling of patient documentation. Perform relief duties within facility as needed. Effective and efficient handling of enquiries.
- ENQUIRIES** : Ms M James, Tel No: (021)692-4972

<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	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. It will be expected of shortlisted candidates to be available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID). Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered. Candidates will be subjected to a 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>	:	23 December 2024
<b><u>POST 45/490</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ECO SYSTEM SUPPORT) (12 POSTS) (3 MONTHS CONTRACT)</u></b> Directorate: Supply Chain Management
<b><u>SALARY CENTRE</u></b>	:	R216 417 per annum Head Office, Cape Town (3 posts) based at Bellville Office, based at George Office (3 Posts) based at Vredenburg (3 Posts) based at Worcester (3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Appropriate experience in Supply Chain Management practices or system management/implementation/asset verification experience. Inherent requirement of the job: Ability to communicate effectively (written and spoken). Competencies (knowledge/skills): Computer Literacy particularly in Word and Excel. Knowledge of asset verification scanning. Conversant with the Department's procurement prescripts. Excellent human relations abilities and telephone skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Ensure all assets (new and existing) are barcoded as well as barcoding Locations for identification process. Scan all assets per location using the scanning application. Using the BI tools identify assets not verified and investigate if the assets still exist. Capture all movements, balance adjustments additions, transfer and donations i.r.o assets. Perform thorough asset verification in each directorate as well as spot checks. Ensure that the assets/equipment is indeed unserviceable. Rollout and maintain asset application designed for the department. Perform an effective Helpdesk service. Willing to travel with the Western Cape and stay in nurse homes where applicable.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr J Ruiters, via email <a href="mailto:Jovan.Ruiters@westerncape.gov.za">Jovan.Ruiters@westerncape.gov.za</a>
<b><u>NOTE</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	A competency test can form part of the interview process. No payment of any kind is required when applying for this post. (Please indicate in your CV your preference regarding Location).
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/491</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE</u></b>	:	Grade A: R216 417 per annum Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as 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 Hospital Fees and/or Patient Administration related environment. Inherent requirements of the job: Must have numeracy and accuracy skills. Must have writing/organizing skills. Competencies (knowledge/skills): Computer Literacy Skills (MS Word and Excel). Good communication skills (verbal and written).
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Follow-up medical aid and non-medical aid outstanding invoices in line with Hospital Fees. General fees administration and account related duties and knowledge of Manual Chapter 18 and related

Finance Instructions. Handling enquiries and filing of documentation. Check, debit/credit invoices as per UPFS and billing requirements and control the JAC Information and JAC Error Report. Complete BAS transactions including deposits, day ends, journals and special journals and address differences in reconciliation process between BAS and the AR System. Finalise all EDI processes and allocation of medical aids/debtor payments. Conduct accurate clinical audit of patient folders to identify services rendered, compiling billing sheets. Liaising with Managed HealthCare. Handling of state monies.

**ENQUIRIES** : Ms N Dunjwa. Tel No: (021) 918 1372  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 23 December 2024

**POST 45/492** : **ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : Grade A: R216 417 per annum  
**CENTRE** : Knysna/Bitou Sub District Primary Health Care Clinic – Hornlee clinic  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data capturing experience. Appropriate experience in data management and systems management: Sinjani, Tier.net and PHCIS systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel) Appropriate course in Basic Routine Health Information System for Data Capturers will be to your advantage.

**DUTIES** : (key result areas/outputs): Capturing of all data according system programs (Tier.net, Sinjani, PHCIS, Healthnet etc.) Responsible for allocated services points data compiling and reports on all programs. Administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose folders).

**ENQUIRIES** : Ms PM Peters, Tel No: (044) 604-6106  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 23 December 2024

**POST 45/493** : **SENIOR SECURITY OFFICER (X2 POSTS)**

**SALARY** : R 216 417 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate/Grade 12 or equivalent. Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A Valid Drivers License. Competencies (knowledge/skills): Knowledge of security prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills and ability to work in a team environment and independently. Be responsible, diligent and ability to work under pressure

**DUTIES** : (key result areas/outputs): Ensure that private security adhere to contract specification, not misutilising equipment and conduct crowd control. Supervise the inhouse security staff and apply HR and disciplinary processes. Monitor and patrol the buildings, parking areas and perimeter fencing and ensure effective key control. Investigate crimes and incidents, and compiling writing reports and statements. Ensure accurate entries are made in the Occurrence book by the security officers. Monitor the CCTV Control Room and ensure effective of access control.

**ENQUIRIES** : Mr S Ndzuzo, Tel No: (021) 404-3111



- 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** : 23 December 2024
- POST 45/494** : **ADMINISTRATION CLERK: LABOUR RELATIONS (ADMIN SUPPORT)**  
Directorate: Employee Relations
- SALARY** : R216 417 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: An appropriate National Senior Certificate (or equivalent). Experience: Appropriate knowledge in administrative support services within the Public or Private Sector. Appropriate experience in labour relations. Inherent requirement of the job: Valid Code (B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Labour Relations with specific reference to rendering administrative support services. Knowledge of legislative framework governing labour law. Computer Literacy in MS Office Skills.
- DUTIES** : (key result areas/outputs): Effective administrative support to the Deputy Directors: Employee Relations, by assisting with diary management, responding to both internal and external stakeholders and filing of documentation both electronically and in hard cover files. Effective administrative support in the Directorate: Employee Relations with regards to assisting with submission management and maintenance of relevant databases thereof. Maintaining data base of training interventions and coordination of training relating to administrative support required for the Directorate: Employee Relations. Assist with accommodation and traveling arrangements. Assist with LOGIS capturing.
- ENQUIRIES** : Ms N Nolan, Tel No: (021) 831-5852
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 23 December 2024
- POST 45/495** : **ADMINISTRATION CLERK: REGISTRY**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Eerste River Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) Certificate. Experience: Appropriate registry experience in a health environment. Inherent requirement of the job: Valid Code B/EB driver's license and willingness to travel. Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word, Excel and Outlook. Good communication (verbal and written) skills. Good interpersonal planning and organisational skills. Ability to work under pressure, meet deadlines and maintain confidentiality.
- DUTIES** : (key result areas/outputs): Effective and efficient registry services by keeping a filing system according to the Archive Act and ensuring that documents are filed according to procedure. Return and issue of folders on the Clinicom system. Drawing of files daily for the next day and booking out on Clinicom and Collecting Specimens and recording in the ward. Control incoming and outgoing mail, distributing to the various departments. Manage the various Registry registers, collecting posts at the post office, efficient handling of queries regarding folders and regular checks for misfiles. Render effective support to supervisors and perform relief duties in the absence of registry, admissions clerks, and Queue Marshall when required.
- ENQUIRIES** : Ms Cherise Kindo, Tel No: (021) 902 8012
- 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 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** : 23 December 2024
- POST 45/496** : **STAFF NURSE GRADE 1 TO 3 (ANTENATAL AND OPD WARDS) (X2 POSTS)**  
Chief Directorate: Metro Health Services

<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R 290 805 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Karl Bremer Hospital Minimum educational qualification: Qualification that allows registration with South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years' appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of nursing practices and Infection Prevention Control, control measures and practices. Ability to lift and turn patients, standing long hours and lifting heavy equipment. Good communication skills. Basic Computer literacy. Self-discipline.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents Actively participating in in-service training interventions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. E Linden-Mars. Tel No: 021 918 1276 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 a 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>	:	23 December 2024
<b><u>POST 45/497</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (GENERAL INPATIENT SERVICES)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613, per annum Grade 3: R 290 805 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Riversdale Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirements of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Effective verbal and written communication skills. Self-discipline and motivation. Computer literacy in Microsoft office programs.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T. Oerson Tel. No: (028) 713 8686 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 may be requested to undertake practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of

payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Hessequa Sub District for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/498** : **STAFF NURSE GRADE 1 TO 3 (X8 POSTS)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum
- CENTRE** : Eerste River Hospital (4 posts), Helderberg Hospital (4 posts)
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as an Enrolled Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work night duty, weekends, public holidays as well as overtime. Willingness to rotate between departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices and IPC, control measures and practices. Ability to lift and turn patients, stand long hours and lift heavy equipment. Good communication skills. Basic computer literacy. Self-discipline.
- DUTIES** : (key result areas/outputs): Provide basic clinical nursing care. Development and implementation of basic patient care plan. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Reporting on patient safety and adverse incidents. Actively participating in in-service training interventions.
- ENQUIRIES** : Helderberg Hospital: Ms EL Marthinus, tel. no. (021) 850-4729/ Eester River Hospital: Ms MM Luphondo, tel. no. (021) 902-8010/57
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration with the SANC (including individuals who must apply for change of registration status). The pool of applicants will be considered for the same vacant posts within 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** : 23 December 2024
- POST 45/499** : **STAFF NURSE: GRADE 1 TO 3**
- SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum
- CENTRE** : Laingville Clinic
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as Staff Nurse. Registration with a professional council: Current registration with the SANC as Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable nursing experience after registration with the SANC as Staff Nurse. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Inherent requirements of the job: Annual receipt and licence to practice. Good interpersonal relations. Valid (Code B/EB) driver's licence. Willingness to travel and support within the Sub-District.
- DUTIES** : (key result areas/outputs): Development and implementation of basic patient care plans. Provide clinical nursing care. Effective utilization of resources.

		Maintain professional growth/ethical standards and self-development. Effective functioning within multidisciplinary team.
<b><u>ENQUIRIES</u></b>	:	Mr JA Julies, Tel No: (022) 709-7225
<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 may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Saldanha Bay Sub-District, for a period of three months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/500</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE</u></b>	:	Stellenbosch Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Staff Nurse. Inherent requirements of the job: Willingness to travel to and support other clinics in the sub-district when needed and willing to work on the mobile health clinic bus. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. (key result areas/outputs): Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Participation in community events and initiating awareness in health-related issues. Maintain professional growth/ethical standards and self-development.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Development and implementation of basic patient care to all patients. Provide basic clinical nursing care. Effective utilisation of human and financial resources within the limited budget constraints. Participation in community events and initiating awareness in health-related issues. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. MM Muller, Tel No: (021) 808-6109
<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 may be required to do a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert."
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/501</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years

appropriate/recognisable experience in nursing after registration as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Basic computer literacy. Ability to interpret basic clinical signs and symptoms. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : (key result areas/outputs): Provide implementation of the nursing plan (clinical practice or quality patient care) under direct/indirect supervision of a Professional Nurse. Provide basic clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Development and implementation of basic patient care plans under direct/indirect supervision of a Professional Nurse.

**ENQUIRIES** : Ms T Wulff Tel No: (021) 404 2109

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

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

**CLOSING DATE** : 23 December 2024

**POST 45/502** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**  
(Cape Winelands District)

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

**CENTRE** : Ceres Hospital

**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None  
**Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, including night duty, weekends, and public holidays. Must be prepared to rotate and work in all departments in the Hospital. Be prepared to assist in another department other than where you are placed in according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Maintain ethical standards, professional growth and self-development. Enhance patient care through the implementation of SOP's, policies and guidelines.

**DUTIES** : (key result areas/outputs): Development and implementation of basic patient care. Provide basic clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ethical standards and self-development

**ENQUIRIES** : Mr GH Vermeulen, Tel No: (023) 316-9600

**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 Ceres Hospital for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/503** : **HOUSEKEEPING SUPERVISOR (X11 POSTS)**
- SALARY** : R183 279 per annum  
**CENTRE** : Tygerberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Experience: Appropriate housekeeping experience in a hospital environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Competencies (knowledge/skills): Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Good communication skills.
- DUTIES** : (key result areas/outputs): Supervise, coordinate, control, and inspect the duties of the Household Aids. Do scheduling of housekeeping duty registers. Ensure the correct segregation and removal of different types of waste in the wards. Maintain a high standard of hygiene and tidiness in the unit/institution. Order and control stock and kitchen/cleaning equipment. Ensure proper linen sorting and Linen management in the wards. Render support to the nursing department and none nursing personnel at ward level. Render support to the Support Services unit. Adhere to the Code of Conduct and display the core values of the Department of Health: Western Cape Government in the execution of duties. Maintain self-development.
- ENQUIRIES** : Mr JJ Roberts, Tel No: (021) 938 4121  
**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 practical/competency or other assessment test.
- CLOSING DATE** : 23 December 2024
- POST 45/504** : **LINEN SUPERVISOR**  
West Coast District
- SALARY** : R183 279 per annum  
**CENTRE** : Swartland Hospital, Malmesbury:  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training (GETC) / grade 9 (Std 7) Experience: Appropriate supervisory and practical experience in a hospital. Appropriate experience in linen/ laundry service. Appropriate clerical experience. Inherent requirement of the job: Ability to do physical hard work and stand for long hours. Physical Fit. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to interpret the Western Cape Hospital Linen management policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word, Excel, and Outlook).
- DUTIES** : (key result areas/outputs): Timeous and procedurally correct dispatching of soiled linen to laundry within a safe working environment. Ensure that wards and institutions are provided with clean linen timeously. Timeous and procedurally correct distribution of clean linen to user departments within a safe working environment. Oversee and ensure that ordering of stock, PPE for the laundry is performed. Effective supervision and support to staff.
- ENQUIRIES** : Mr G Waneburg Tel No: (022) 487 9200  
**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** : 23 December 2024
- POST 45/505** : **STERILIZATION OPERATOR PRODUCTION (CSSD)**  
West Coast District
- SALARY** : R183 279 per annum  
**CENTRE** : Swartland Hospital, Swartland Sub-District  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection,

- decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments. (key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.
- DUTIES** :
- 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.
- CLOSING DATE** : 23 December 2024
- POST 45/506** : **SOCIAL AUXILIARY WORKER: GRADE 1 TO 3 (PSYCHOGERIATRIC WARD)**  
Chief Directorate: Metro Health Services
- SALARY** :  
Grade 1: R182 913 per annum  
Grade 2: R215 442 per annum  
Grade 3: R255 933 per annum
- CENTRE** : Alexandra Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid driver's licence. Willingness to travel to patients in the Alexandra catchment area. Competencies (knowledge/skills): Sound knowledge of relevant community resources and good networking skills. Excellent interpersonal, written and spoken communication skills. Working well in a multi -disciplinary setting. Appropriate experience of the various aspects of social work services across platform and in mental health services. Appropriate experience of psycho-social assessment, and administration. Appropriate experience in report writing. Computer literacy in the full Microsoft Package.
- DUTIES** : (key result areas/outputs): Conduct appropriate psychosocial assessment and obtain relevant information. Provide appropriate interventions and do referrals. Provide support, basic counselling, and guidance to MHCUs and their families. Provide administrative support to patients and family socio-economic needs as per needs assessment. Assist with discharges of MHCUs and do appropriate post discharge follow-up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team and supervisor. Undertake training as required. Participate in departmental in-service training activities. Facilitate health education programmes and work groups.
- ENQUIRIES** : Dr N Morris, Tel No: (021) 503-5006
- 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 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: 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>	:	23 December 2024
<b><u>POST 45/507</u></b>	:	<b><u>EMS EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services, Metropole (Northern, Southern, Eastern & Western District)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: <b>Grade 1:</b> Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). <b>Grade 3:</b> Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with the Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<b><u>ENQUIRIES</u></b>	:	Mr. A Hickey (District Manager - Northern) – Tel No: 021 830 1150 / Mr M Solomons, Tel No: 021 830 1149 Mr. LM Mdzeke (District Manager - Southern) – Tel No: 021 374 2316 / Ms K Ndiki, Tel No: 021 374 2316 Mr. M Petersen (District Manager - Eastern) – Tel No: 021 816 8806 / Ms N Mlatsha, Tel No: 021 816 8807 Mr. A Lund (District Manager - Western) – Tel No: 021 508 4508 / Mr J Calvert, Tel No: 021 508 4507
<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>	:	23 December 2024
<b><u>POST 45/508</u></b>	:	<b><u>EMERGENCY CARE OFFICER GRADE 1 AND 3 (BAA/AEA)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R177 714 per annum Grade 3: R206 619 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services, Vredenburg (West Coast)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: <b>Grade 1:</b> Successful completion of an appropriate Basic Life Support (BLS) course that allows registration with the HPCSA as Basic Ambulance Assistant (BAA). Grade 3: Successful completion of an appropriate Intermediate Life Support (ILS) course that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). Registration with a Professional Council: Grade 1: Registration with the Health Professions Council of South Africa as an BAA. <b>Grade 3:</b> Registration with the Health Professions Council of South Africa as an AEA. Experience: None after registration with the Health Professions Council of South Africa (HPCSA) as a BAA or AEA. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols within the scope of registration category. Good communication and interpersonal skills. Computer literacy and skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide quality and efficient roadside to bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining



		Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own wellbeing.
<b><u>ENQUIRIES</u></b>	:	Mr. E Pedro (District Manager – West Coast), Tel No: (022) 433 8853 / Ms. S Don.
<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 expected to undergo a practical assessment
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/509</u></b>	:	<b><u>NURSING ASSISTANT: GRADE 1 TO 3 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Enrolled Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other departments. Competencies (knowledge/skills): Ability to interpret basic clinical signs and symptoms. Basic computer literacy Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Provide elementary clinical nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. Maintain professional growth, ethical standards and self-development. Utilise human, material and physical resources efficiently and effectively. Provide quality basic nursing care. Assist patients with activities of daily living (physical care)
<b><u>ENQUIRIES</u></b>	:	Ms T Wulff Tel No: (021) 404 2109
<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 a change in registration status)". Short-listed candidates may be subjected to a compulsory competency test.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 43/510</u></b>	:	<b><u>STERILIZATION OPERATOR PRODUCTION (CSSD)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Swartland Hospital, Swartland Sub-district Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection, decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological

and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.

**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").

**CLOSING DATE** : 23 December 2024

**POST 45/511** : **STERILIZATION OPERATOR PRODUCTION (CSSD)**  
West Coast District

**SALARY** : R155 148 per annum

**CENTRE** : Swartland Hospital, Swartland Sub-district

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including weekends and public holidays in the CSSD. Basic understanding of disinfection, decontamination and sterilization. Ability to lift heavy objects. Competencies (knowledge/skills): Ability to work in a co-operative way within a team context and willingness to be rotated within the CSSD. department. Good interpersonal relations skills. Willingness to assist with Theatre packs and Ward Instruments. (key result areas/outputs): Effectively decontaminate pack and sterilise instrument and linen packs and handle soiled equipment and contribute to cleaning of CSSD unit. Effectively operate instrument washing machines autoclaves and other equipment clean check and test them and do biological and chemical testing. Support supervisor and colleagues, be loyal and ethical in conduct. Support to Linen Supervisor regarding linen.

**DUTIES** :

**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. Candidates will be subjected to practical test.

**CLOSING DATE** : 23 December 2024

**POST 45/512** : **STERILIZATION OPERATOR PRODUCTION**  
Cape Winelands Health District

**SALARY** : R155 148 per annum

**CENTRE** : Stellenbosch Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate relevant experience working in a decontamination and sterilization unit within a hospital. Inherent requirement of the job: A Valid (Code B/EB) driver's licence. Willingness to work shifts, night and day shifts, weekends, public holidays and overtime when necessary. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization. Basic knowledge of theatre instruments and linen.

**DUTIES** : (key result areas/outputs): Collect and deliver used and clean instruments packs and linen to and from theatre and wards. Effective application of decontamination, sterilization processes and techniques, including packing and sterilization of instruments, linen and supplies. Adhere to infection control as well as health and safety regulations. Unpacking, folding and packing surgical gowns and packing surgical linen. Cost effective utilization, cleaning, testing and maintenance of sterilization equipment, washing disinfectant machines and autoclaves. Monitor, control and maintain adequate stock levels, assist and report with investigation of lost instruments / equipment.

**ENQUIRIES** : Ms. Rene de Silva, Tel No: (021) 808-6103

**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 Stellenbosch Sub District for a period of 3 months from date of advert.

**CLOSING DATE** : 23 December 2024

**POST 45/513** : **PORTER (PORTER SERVICES)**  
Chief Directorate: Metro Health Services

**SALARY** : R131 265 per annum

**CENTRE** : Mowbray Maternity Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in Porter duties in a hospital/health environment. Competencies (knowledge/skills): Willingness to work shifts and over weekends and public holidays. Ability to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs, in/out of vehicles. Prepared to work in all departments / wards in hospital. Valid (Code B/EB) driver's licence.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist and accompany patients and transport patients per wheelchair/trolley/ bed from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collecting medical and other documentation (patient files, report, etc) to/from wards or treatment areas. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with checking and replacing of medical gas in wards/treatment areas and assist with shifting/ transporting of medical equipment and report any defects. Respond to request from wards/departments and transport blood and blood products to/from blood Bank to Mowbray Maternity Hospital with GG transport.
<b><u>ENQUIRIES</u></b>	:	Mr B Arrison, Tel No: (021) 659-4973
<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 written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/514</u></b>	:	<b><u>CLEANER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Mitchells Plain Sub-structure, Gugulethu Community Health Centre (1 post) Nyanga Community Day Centre (1 post) Mitchells Plain Community Health Centre (1 post)
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic Literacy and numeracy. Experience: Appropriate experience. Inherent requirement of the job: Must be physically fit to lift heavy objects. Must be willing to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements (24-hour facility/s only). Competencies (knowledge/skills): Good communication skills (read, speak and write) Ability to operate machinery and equipment.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to nursing management. Effective Waste Management. Render support services to Household supervisor. Adhere to loyal service ethics.
<b><u>ENQUIRIES</u></b>	:	Ms S Patel-Abrahams, Tel No: (021) 370-5000
<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>	:	23 December 2024
<b><u>POST 45/515</u></b>	:	<b><u>PORTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Eerste River Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts, weekends, and on public holidays. The ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Prepared to handle corpses. Must be of sober habits. Competencies (knowledge/skills): Good interpersonal and communication skills. Willingness to work in a team and to rotate.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist and accompany walking, sitting, non-walking, or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, reports, etc) to or from wards or treatment areas. Deliver and collect specimens. Ensure a safe and hygienic work environment. Check and replace oxygen cylinders in wards or treatment areas assist with shifting of

		medical equipment and report any defects. Clean wheelchairs and trollies and report defects. Take responsibility for the transportation of corpses from wards to the holding room and perform relevant duties. Assist and relieve colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr G Moses, Tel No: (021) 831 0220
<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>	:	23 December 2024
<b><u>POST 45/516</u></b>	:	<b><u>TRADESMAN AID</u></b> Directorate: Engineering and Technical Support Services
<b><u>SALARY</u></b>	:	R155 148 per annum
<b><u>CENTRE</u></b>	:	West Coast District, Emergency Medical Services
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Grade 10 or equivalent. Experience: Appropriate experience in trade related and mechanical workshop. Inherent requirements of the job: Valid Code 10 (C1) driver's licence. Valid Code 10 Professional Driving Permit (PDP). Experience in operating and using workshop power tools. Fit enough to do hard physical work and lift heavy machinery when required. Incumbent must be prepared to work overtime, when required (including weekends and public holidays). Competencies (knowledge/skills): Good communication skills. Ability to function independently and as part of a team. -Sound interpersonal skills. Administration skills and good report writing abilities. Knowledge of the Occupational Health and Safety Act and safety principles.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assist with basic repairs, services and safe handling of equipment and tools. Assist with Identification and rectification of faults/defects on items, equipment, and installations. Ability to operate and use workshop power tools. Assist with basic administration, including the delivery of completed work requisitions, ordering of materials and reporting of incidents. Move and deliver vehicles to and from ambulance stations and repair shops/ Merchants. Assist with emergency breakdowns (Including after hours). Cleaning of all areas and equipment in the Fleet Workshop. Follow and adhere to elementary control measures and standard operational procedures and the ability to adhere to safety standards.
<b><u>ENQUIRIES</u></b>	:	Mr HJ Steenkamp, Tel No: 023-3473404
<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 the post Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/517</u></b>	:	<b><u>HOUSEHOLD AID (X10 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENT</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a healthcare environment. Inherent requirements of the job: Ability to perform physical tasks, e.g., lifting heavy equipment. Willingness to work shifts, weekends, public holidays & night duty. Willingness to rotate. Competencies (knowledge/skills): -Ability to plan and organize work schedules for cleaning services. Good communication skills. Ability to adhere to safety standards, including Infection Prevention and Control. Ability to do hospital hygiene audits. Understanding of hospital waste management, linen management, catering, and time management. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Responsible for cleaning duties within a clinical and general areas i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, waste management and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care, and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use of cleaning agents as well as elementary stock control.
<b><u>ENQUIRIES</u></b>	:	Mr JJ Roberts, Tel No: (021) 938 4121

<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 the post. Candidates may be subjected to a practical/competency test.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/518</u></b>	:	<b><u>GROUNDSMAN</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Eerste River Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic reading, writing and numerical skills. Experience: Appropriate experience in a health-related environment. Appropriate experience of workshop tools. Inherent requirement of the job: Willingness to travel. Physically fit to do manual labor. Willingness to work overtime. Competencies (knowledge/skills): Ability to handle tools, parts, and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Effective maintenance and cleaning of grounds. Moving of assets and equipment in a safe manner. Effective removal of domestic and medical waste. Clear areas where work has been carried out. Responsible for the maintenance of machinery and equipment within the grounds department. Ensure that tools and materials are available when needed. Administration and support to colleagues and supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr G Moses, Tel No: (021) 831-0220
<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>	:	23 December 2024
<b><u>POST 45/519</u></b>	:	<b><u>DRIVER (LIGHT-DUTY VEHICLE)</u></b> West Coast Hospital
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate driving experience including transportation of employees and delivery of linen items including goods. Competencies (knowledge/skills): Knowledge of Transport Circular GMT U2 13B of 2019/2020 dated 29/09/2019. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and driving skills. Good knowledge of road networks. Inherent requirements of the job: Valid Public Drivers Permit (PrDP). Valid (Code B/EB/C1) driver's licence. Ability to do physical hard work and stand for long hours.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Transport linen, goods, services, and personnel from one point to another on a daily basis to the relevant institutions. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Assist with sorting, packing and issuing linen to wards.
<b><u>ENQUIRIES</u></b>	:	Mr J Timotheus, Tel No: (022) 487-9206
<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>	:	20 December 2024
<b><u>POST 45/520</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Overberg District
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Otto Du Plessis Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of cleaning services and infection control within a health facility. Inherent requirement of the job: Physically able to be on feet for long hours and lift and move heavy objects and supplies. Ability to operate industrial machinery and equipment used in hospital cleaning services. Willingness to work shifts, including night duty, weekends, public holidays and perform overtime when required. Competencies (knowledge/skills): Good

	:	interpersonal skills. Ability to accept accountability and responsibility and to work independently and as part of a team. Knowledge of the correct methods of handling and disposal of domestic refuse and medical waste products. Knowledge of cleaning principles and infection prevention and control.
<b><u>DUTIES</u></b>	:	key result areas/outputs): -Render a clean and hygienic environment to prevent the spread of infection by adhering to infection prevention and control policies. The correct usage, ordering and safekeeping of cleaning equipment, material and chemicals. Render an effective and efficient linen management and food services support functions. Render an effective and efficient waste management service to ensure the correct and safe handling of all types of waste, including domestic, medical and anatomical. Provide optimal support to the supervisor and colleagues and adhering to policies and prescripts.
<b><u>ENQUIRIES</u></b>	:	Mr CS Jakobus, tel. no. (028) 424 1168
<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 may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/521</u></b>	:	<b><u>DENTAL SPECIALIST GRADE 1 TO 3 (SESSIONAL)</u></b> Chief Directorate: Metro Health Services
<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>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dental Specialist in the speciality Prosthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the Speciality Prosthodontics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Dental Specialist. <b>Grade 2:</b> Minimum of 5 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Prosthodontics. <b>Grade 3:</b> Minimum of 10 years' appropriate experience as Dental Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the specialty Prosthodontics. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Be able to competently apply skills as expected from the HPCSA for a Dental Specialist /Prosthodontist. Competently perform all administrative duties involved in patient management.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Screening of patients on arrival. Record patient details. Identify problems to provide diagnosis. Treat emergency and main complaints. Restore function and aesthetics. Liaise with the multidisciplinary team (where needed). Record keeping. Responsible for compiling stats.
<b><u>ENQUIRIES</u></b>	:	Dr CCA Cloete Tel No: (021) 937 3092.
<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 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: 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>	:	23 December 2024
<b><u>POST 45/522</u></b>	:	<b><u>DENTIST GRADE 1 TO 3 (SESSIONAL) (18 POSTS) (3 YEAR CONTRACT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R444 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<b><u>CENTRE</u></b>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform

<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Registration with the HPCSA as Dentist. Experience: <b>Grade 1:</b> None after registration as Dentist with the HPCSA in respect of SA-qualified employees 1-year relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 2:</b> Minimum of 7 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 8 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. <b>Grade 3:</b> Minimum of 12 years' appropriate experience as Dentist after registration with the HPCSA as a Dentist in respect of SA-qualified employees Minimum of 13 years' relevant experience after registration as Dentist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as necessary in South Africa. Inherent requirements of the job: Valid Driver's licence and willingness to travel to clinics within the service platform. Competencies (knowledge/skills): Special interest in special needs and elderly patients.
<b><u>DUTIES</u></b>	:	(Key result areas/outputs): Screening of patients on arrival and those referred to the Academic Oral Health Centre. Record patient details. Liaising with the multidisciplinary team when required. Assess, diagnose and treat patients in a holistic manner. Treating patients under general anaesthetic and being familiar with general anaesthetic protocols. Record keeping. Responsible for compiling stats.
<b><u>ENQUIRIES</u></b>	:	Dr CCA Cloete Tel No:(021) 937 3092
<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 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: 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>	:	23 December 2024
<b><u>POST 45/523</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (8 HOUR SESSIONS PER WEEK)</u></b> (Chief Directorate: Metro Health Services)
<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>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Paediatrics. <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 Paediatrics. <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 employee) as a Medical Specialist in Paediatrics. Inherent requirement of the job: Valid (Code B/EB) driver's licence.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Assistance in and management of Neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training

of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Adhere to requirements for all people management and financial matters.

- ENQUIRIES** : Dr N Rhoda, Tel No: (021) 659 5562
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling.
- CLOSING DATE** : 23 December 2024
- POST 45/524** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRIC AND MEDICAL SERVICES)**  
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE** : Lentegour Hospital
- REQUIREMENTS** : Minimum requirement: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Available and willing to participate in after-hours duties. Valid (Code B/EB) driver's licence. Willingness to provide outreach with-in the Hospital catchment area and Ecosystem Framework. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and post graduate level. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Appropriate experience in teaching, training and supervision of students, Registrars and Medical staff
- DUTIES** : (key result areas/outputs): The provision of specialist clinical services to inpatients and outpatients, including outreach with-in the Hospital catchment area and Ecosystem Framework. Support of the consultant body and Head of Clinical unit for clinical services, academic meeting and training at Lentegour Hospital. Management of relevant clinical governance and administrative requirements. Leadership of a multidisciplinary clinical team. Academic teaching, training and research.
- ENQUIRIES** : Prof Lebogang Phahladira; Tel No: 021 370 1314/ 1153
- 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for other vacant Psychiatrist posts within the



		Chief Director Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/525</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (SESSIONAL)</u></b> Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R612 per hour Grade 2: R698 per hour Grade 3: R809 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Paarl Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Anaesthetics. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Anaesthetics. Inherent requirement of the job: Valid SA driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Proven leadership abilities and experience in supervision of staff Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Ability to read, write and speak in at least two of the three official languages of the Western Cape. Computer literacy.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development. Ensure an efficient and cost-effective Anaesthetics service of high quality with a patient centered focus and addressing the burden of disease in the Paarl Geographical Service area (GSA). Support to major referral centers in the Drainage area of Paarl hospital by doing Outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr G Davies, Tel No: (021) 860-2510 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 Rural Health Services: Paarl Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	24 December 2024
<b><u>POST 45/526</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC AND RECONSTRUCTIVE SURGERY) (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 REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic and Reconstructive Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. <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 Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Plastic and Reconstructive Surgery. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive management competencies and operative experience. Evidence of ability to initiate research; academic record in terms of teaching and research ideally supported by publications, presentations and congress outputs. Commitment to attaining advanced plastic surgical skills in cleft and craniofacial area.
- DUTIES** : (key result areas/outputs): To provide sessional cleft and craniofacial care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of these children. Active participation in research, teaching and voluntary outreach. Training of under- and post-graduate students and other healthcare personnel in the cleft and craniofacial area.
- ENQUIRIES** : Prof S Adams, e-mail: [saleigh.adams@uct.ac.za](mailto:saleigh.adams@uct.ac.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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 23 December 2024
- POST 45/527** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS) (8 SESSIONS PER WEEK) (3 YEAR CONTRACT)**  
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: - Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling.
- DUTIES** : (key result areas/outputs): Assistance in and management of Neonatal services at MMH, including perinatal audit meetings, management decisions, patient counselling and management referrals from the drainage area. Conduct ward rounds and oversee the daily operations of the neonatal department. Clinical supervision of doctors in training/direct staff supervision: especially NICU acute neonatal emergencies and training on complex patients. Training of junior staff, and under- and postgraduate students. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development Adhere to requirements for all people management and financial matters.
- ENQUIRIES** : Dr N Rhoda, Tel No: (021) 659 5562

<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 to apply 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 Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Shortlisted candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	23 December 2024
<b><u>POST 45/528</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (PAEDIATRICS) (8 SESSIONS PER WEEK) (3 YEAR CONTRACT)</u></b> (Chief Directorate: Metro Health Services)
<b><u>SALARY</u></b>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mowbray Maternity Hospital Minimum requirement: 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. 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 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 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. <b>Grade 3:</b> 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: Valid South African driver's licence. Competencies (knowledge/skills): Proven leadership abilities and good interpersonal, organizational and teamwork skills with experience in supervision of staff. Computer literacy. Ability and willingness to do outreach services within the drainage area. Proven knowledge of Public Health policies, guidelines and related prescript to manage resources effectively. Appropriate experience in neonatal services.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): Clinical Supervision of doctors in training/direct staff supervision as it pertains to Neurodevelopmental care and teaching of practical skill using the Infant Neurodevelopmental assessment (INA) tool. Assist with management of referrals from the Metro-West drainage area. Liaise with the community neonatal care services rendered by the community-based health workers and department of social development. Bereavement support to patients whose babies demised or have poor prognosis. High Risk Midwife and Obstetrics Unit/Mowbray Maternity Hospital follow ups. Tutorials to medical students and postgraduate students (registrars and fellows) on aspects of neurodevelopmental neonatal care.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr N Rhoda, Tel No: (021) 659 5562
<b><u>NOTE</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"). No payment of any kind is required when applying for the post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only

applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates will be subjected to a written/oral and practical assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for other similar posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.

- CLOSING DATE** : 23 December 2024
- POST 45/529** : **SESSIONAL MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)**  
**(10 HOURS PER WEEK)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R457 per hour  
Grade 2: R521 per hour  
Grade 3: R 603 per hour
- CENTRE REQUIREMENTS** : Mitchells Plain District Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **-Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **-Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's license. Completion of Fellowship of the College of Physicians of South Africa FCP (SA) part 1 exam. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre.
- DUTIES** : (key result areas/outputs): Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments of patients assessed by registrars and Medical Officers. Supervise Interns and teach medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
- ENQUIRIES APPLICATIONS** : Dr T Crede, Tel No: (021) 377-4391  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status) The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert.
- CLOSING DATE** : 23 December 2024

**POST 45/530** : **MEDICAL OFFICER 1 TO 3 (SESSIONAL) (20 HOURS PER WEEK) (SURGERY) (2 YEAR CONTRACT)**

Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R457 per hour  
Grade 2: R521 per hour  
Grade 3: R603 per hour

**CENTRE** : Mitchells Plain District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate experience and skills in surgical care to manage a ward, theatre and outpatients at a large district level hospital. Ability to work in a team and all levels of staff. Must be able to perform amputations and minor surgical procedures safely and without surgical supervision. Candidates must be able to perform basic diagnostic upper endoscopy.

**DUTIES** : (key result areas/outputs): Clinical management of all acute and non-acute surgical and trauma emergencies at a busy district level hospital. Management of critically ill patients including resuscitation of patients while awaiting transfer to tertiary level care. Supervision and teaching of students and interns. Provide a proficient administrative service regarding all clinical and non-clinical matters and medicolegal work. Provide guidance and leadership towards strategic goals and objectives of the department. Ensure cost efficient service at clinical level with regards to laboratory services, blood, medicines, consumables and equipment.

**ENQUIRIES** : Dr Ferhana Gool, Tel No: (021) 377- 4382, Dr T Crede, Tel No: (021) 377-4391

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

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

**CLOSING DATE** : 23 December 2024

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 27 January 2025

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position,

kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 45/531** : **ARCHITECTURAL TECHNOLOGIST (PRODUCTION): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO. DOI 214/2024**

**SALARY** : Grade A: R429 930 per annum (Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
Bachelor of Technology in Architecture (B.Tech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B driving licence. Competencies: Knowledge and experience in the following: Architectural planning, producing construction documentation and administration of JBCC and NEC contracts; Making models or 3D representations; Measuring-up & producing as-built documentation; Legal compliance with various acts including the Occupational Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Skills needed: Project Management; Financial management; Organisation and teamwork; Proven computer literacy in MS Word, MS Excel and AutoCAD; Verbal and written communication

**DUTIES** : Undertake project management including planning, documentation and supervision on written instruction from supervisor; Assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation; Assist with supply chain processes; Maintaining up to date as-built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development.

**ENQUIRIES APPLICATIONS** : Mr C Morkel at Tel No: (021) 483 2209  
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/532** : **CHIEF ACCOUNTING CLERK: BANKING AND CASH, REF NO. DOI 209/2024**

**SALARY** : R308 154 per annum (Level 7)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 3 years relevant experience in a Financial Accounting environment. Competencies: Knowledge of the following: Applicable legislative and regulatory framework; PFMA and Regulations, Instructions, Guidelines and Practice Notes issued in terms thereof; Financial planning and budgeting principles and practices; Planning, budgeting and reporting tools and techniques; Managing of performance information; Financial management concepts; SCM procedures; Human Resource Management and Development. Skills needed: Written and verbal communication; Computer literacy in MS Office Package (Word, Excel, PowerPoint, Internet, Outlook); Interpersonal; Decision making; Problem solving; Ability to work independently and as part of a team; Ability to work under pressure.

**DUTIES** : Monitor and manage clearance of balances in assets and liabilities accounts; Expenditure Payments; Reporting; Management of Staff.

**ENQUIRIES APPLICATIONS** : Ms J Davids at Tel No: (021) 483 4040  
To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/533** : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT (CAPACITY BUILDING), REF NO. DOI 212/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: 3-year B-Degree (equivalent or higher qualification); Experience in supply chain management, finance or internal audit. Competencies: Good understanding of the following: Supply chain duties and

- practices as well as the ability to capture data accurately; Operate computers and collect statistics; Legislative framework governing the public service; Work procedures in terms of the working environment; Skills needed: Typing; Numeracy; Proven computer literacy; Written and verbal communication.
- DUTIES** : Provide administrative support to ensure the implementation of an effective supply chain management system by verifying that departmental policies, processes and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in the supply chain management legislative environment; Performing activities to contribute to the building of capacity, the supply chain management unit and the departments achievement of supply chain management objectives; Render clerical support for assisting in assessing compliance with supply chain management tender processes, as well as filing documentation, drafting letters and responses to suppliers; Contribute to the implementation and support of capacity building programme; Perform administrative activities relating to supply chain management acquisition and contract management; Provide administrative support.
- ENQUIRIES** : Ms P van der Merwe at Tel No:(021) 483 6915  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/534** : **SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND CONTRACT MANAGEMENT, REF NO. DOI 210/2024**
- SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: 3-year B-Degree (equivalent or higher qualification); Experience in supply chain management, finance or internal audit. Competencies: Good understanding of the following: Supply chain duties and practices Aswell as the ability to capture data accurately; Operate computers and collect statistics; Legislative framework governing the public service; Work procedures in terms of the working environment; Skills needed: Typing; Numeracy; Proven computer literacy; Written and verbal communication.
- DUTIES** : Provide secretariat and administrative support to the Acquisition and contract management directorate; Compile bid documentation timeously utilising standard bidding and advertising forms; Receive, record and report on procurement transaction for the department; Administer procurement activities via the electronic procurement systems or e-Tender portal; Collaborate with other administration; Complete/assist in the completion and/or verification of standard forms.
- ENQUIRIES** : Ms P van der Merwe at Tel No:(021) 483 6915  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 45/535** : **TRADE WORKER: TECHNICAL SUPPORT SERVICES, REF NO. DOI 208/2024 (X4 POSTS AVAILABLE)**
- SALARY** : R131 265 per annum (Level 2)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Ability to read and write/Adult Basic Education and Training (ABET 2/Grade 5). Competencies: Knowledge in the following: Occupational Health and Safety Act and relevant regulations; Skills needed: Ability to work under pressure, independently as well as in a team and perform routine tasks, Good verbal and written communication.
- DUTIES** : Assist Handyman in the following: Unblocking toilets and replacing toilet seats; Painting garages and offices; Replacing locks in all government building; Replacing ceiling tiles; Installing dispensers, toilet roll holders and bins; Glueing carpets and installing; Replacing light bulbs and tubes; Cleaning roofs, service shafts; drains and garages; Moving furniture and Assist with minor projects after hours/standby duties.
- ENQUIRIES** : Mr A February at Tel No:(021) 483 2489  
**APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following;\_Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From

Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

**WESTERN CAPE MOBILITY DEPARTMENT**

**CLOSING DATE** : 27 January 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 45/536** : **ASSISTANT DIRECTOR: STRATEGY DEVELOPMENT, MARKETING AND COMMUNICATION NO. WCMD 60/2024**

**SALARY** : Grade A: R429 930 per annum (Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3-years relevant experience in a Road Safety Management or related working environment; A valid driving licence(Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; National and provincial Road Safety Management strategies, frameworks, regulations, policies; Facilitation of the development of relevant provincial Road Safety Management strategies; Conduct high level research/feasibility studies and scenario planning pertaining to Road Safety Management; Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Media management; Printing and production processes; Communication products in a departmental context; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Treasury Instructions, other financial policies, prescripts, directives, and collective agreements; Skills needed: Written and verbal communication; Computer literacy; Project Management and Administration; Accounting, Finance and Audit; Report Writing; Presentation; Planning; Organising; Time Management; Analytical Thinking; Problem-solving; Grooming and Presentation; Customer; Client liaison; Inter-personal; Supervisory

**DUTIES** : Conceptualise, develop and produce road safety literature; Implement road safety publicity campaigns and promotions and distribute literature; Facilitate the implementation of developed road safety strategies; Develop internal road safety communication programmes; Managerial functions.

**ENQUIRIES** : Mr A Kafaar at Tel No:(021) 483 6000  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/537** : **CLEANER: GENERAL ADMINISTRATION REF NO. WCMD 59/2024**

**SALARY** : R131 265 per annum (Level 2)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Basic literacy and numeracy (ABET). Competencies: A good understanding of the Occupational Health and Safety Act and relevant regulations; Skills



- needed: Communication (written and verbal) and Ability to work independently and as part of team.
- DUTIES** : Provision of all cleaning services in the directorate; Clean general kitchens; Cleaning the restrooms; Keep and maintain cleaning materials and equipment; Set up of venues and assist with other ad hoc tasks.
- ENQUIRIES** : Ms L Phillips at Tel No: (021) 983 1500
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY**

- CLOSING DATE** : 27 January 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 45/538** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING AND COORDINATION, REF NO POCS 07/2024**
- SALARY** : R444 036 per annum (Level 9)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years appropriate experience in a strategic planning, reporting and coordination environment; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Strategic management processes; Government planning processes and cycles; Sound knowledge and understanding of departmental operations; Policies of the government of the day, with specific reference to the provincial growth and development strategy of the Western Cape; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint, Outlook); A high-level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Strong planning, organising and people management skills.
- DUTIES** : Coordinate and facilitate the Departmental participation in developing strategic and operation planning processes; Coordinate and facilitate the Department's performance reporting processes; Coordinate and compile of the Departmental Service Delivery Improvement Initiatives including DPSA and Public Service Commission compliance; Coordinate governance performance information and policy coordination in the Department; People Management.
- ENQUIRIES** : Ms N Gallant at Tel No: (021) 483 6954

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 27 January 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 45/539** : **HUMAN RESOURCE CLERK: SERVICE CONDITIONS, REF NO. DOTP 65/2024**

**SALARY** : R216 417 per annum (Level 5)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Human resource management experience; PERSAL Introduction certificate  
Competencies: Good understanding of the following: Legislative framework that governs Human Resource; Service Conditions; Ability to work well under pressure with strict confidentiality requirements; Meet deadlines; Skills in the following: Computer literacy in MS Office Package; Ability to work independently and as part of a team; Communication skills (written and verbal).  
**DUTIES** : Administer various service conditions and service benefits (i.e Pension administration allowance payments, Injury on duty, long service recognition, Housing allowance and salary administration); Responsible for updating of databases; Liaison with call centre and Customer Relations Unit (CRU) managers and other departments; Drafting of formal correspondence and letters, (i.e. memorandums, e-mails).

**ENQUIRIES** : Ms F Solomons at Tel No: (021) 483 3307  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **PROVINCIAL TREASURY**

**CLOSING DATE** : 27 January 2025  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 45/540** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO. PT 49/2024**

**SALARY** : R424 104 per annum (level 9)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in financial management; A minimum of 3 years relevant supervisory experience. Competencies: Knowledge of the following: Legislation, regulatory frameworks, policies and best practices related to Financial Accounting, Revenue Management and Expenditure Management; Skills needed: Written and verbal communication; Proven computer literacy; People management.

- DUTIES** : Monitoring and compiling financial reporting, including Interim Financial Statements and Annual Financial Statements; Conduct required system maintenance and monitor and perform month/year-end closure on the system in compliance with guidelines issued by National and Provincial Treasury; Collection and recording of revenue (banking and cashier functions); Management of the payment of goods and services and transfers and subsidies; Managerial functions.
- ENQUIRIES** : Mr B Damons at Tel No: (021) 483 6127
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

- CLOSING DATE** : 27 January 2025
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 45/541** : **COMMUNITY DEVELOPMENT MANAGER: BUSINESS DEVELOPMENT, REF NO. DSD104/2024**

- SALARY** : Grade 1: R920 082 - R1 052 016 per annum  
Grade 2: R1 094 508 - R1 289 274 per annum (OSD as prescribed)

- CENTRE** : Department of Social Development, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent); A minimum of 10 years recognizable experience in Community Development after obtaining the required qualification. Competencies: Knowledge and understanding of the following: Public Service Management Framework, i.e. PFMA, Labour Relations Act, etc; Theories and systems, skills, attitudes and values in community development to guide employees on its application; individual and group behaviour, its inter-relations within community structures, dynamics of the community and current legislation to enable interventions; The ability and competence to manage community development structures and projects; The ability to influence individuals and groups to participate in their own self-empowerment ventures; Skills needed: Presentation; Problem solving; The ability to undertake complex research; Financial management; Project Management; Computer literacy; Written and verbal communication; Staff management and Policy formulation and implementation.

- DUTIES** : Build value adding relationships with national and international donor agencies for fundraising purposes; Actively engage the private sector Corporate Social Investment Units to leverage resources for partnership with Government in service delivery; Draw funding proposals directed to the private sector, governments and other relevant agencies in support of the services rendered by the Non-Profit Sector to communities; Fund-raising to support strategic NGO-run social development projects and manage the department's partnerships with key stakeholders for this purpose; Liaise with different spheres of government to leverage the use of properties to make NGOs financially stable; To manage the identification, facilitation and implementation of integrated development interventions in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate; Monitor, interpret and review legislation and policies to determine whether the legislation and policies are still relevant and comply with current requirements. Develop proposals to amend/maintain the relevant acts and policies and develop new policies where required; Manage a community development unit/sub-directorate to ensure that an efficient and effective community development service is delivered through the proper utilization of human, financial and physical resources; Keep up to date with new developments in the community development and management fields to enhance service delivery.

**ENQUIRIES** : Ms D Dreyer at Tel No: (021) 483 3924  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/542** : **COMMUNITY DEVELOPMENT PRACTITIONER: COMMUNITY AND PARTNERSHIP DEVELOPMENT (VARIOUS POSTS AVAILABLE), REF. NO. DSD 105/2024**

**SALARY** : Grade 1: R263 667- R308 019 per annum  
Grade 2: R316 986 - R373 395 per annum  
Grade 3: R383 721 - R514 806 per annum, (OSD as prescribed).

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : **Grade 1:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); No experience required. **Grade 2:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 10 years appropriate experience in Community Development work after obtaining the required tertiary qualification. **Grade 3:** An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 20 years appropriate experience in Community Development work after obtaining the required tertiary qualification. Competencies: Knowledge of the following: Community development work, skills, attitudes and values of communities; Human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The ability and competence to co-ordinate community development structures and ability to manage projects; The ability to influence individuals and group to participate in their own self-empowerment ventures; The understanding of social dynamics of communities; Presentation skills; Proven computer literacy; Written and verbal communication skills; Facilitation skills; Research skills; Knowledge and understanding of basic Financial Management.

**DUTIES** : Identify and facilitate the implementation of integrated community development interventions in partnership with the community and other relevant stakeholders; Liaise and co-ordinate with all relevant role players, internal and external and stakeholders (e.g. in departments/provinces, NGOs, local community structures and faith-based organisations) to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Coordination of post disaster humanitarian relief; Identification of the affected beneficiaries

**ENQUIRIES** : Mr T Majela at Tel No: (021) 483 2524  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co3>

**POST 45/543** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES, REF NO. DSD 101/2024**

**SALARY** : Grade 1: R429 573 – R487 650 per annum  
Grade 2: R507 198 - R687918 per annum (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication

**DUTIES** : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed Transfer

Payment Agreement(TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation Accreditation/registration and monitoring of programme specific programmes

**ENQUIRIES** : Mr T Kwakwini at Tel No:(021) 483 4115  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/544** : **STATE ACCOUNTANT: GOVERNANCE REF NO. DSD 103/2024 (X2 POSTS AVAILABLE),**

**SALARY** : R376 413 per annum (Level 8)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years Financial environment experience. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards (Public Financial Management National Treasury Regulations, Provincial Treasury directives / instructions; Public Service Ant-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control Tools and Techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Frameworks; Government financial Systems; Skills needed: Analytical thinking; Strategic thinking; Budgeting; Communication (written and verbal); Computer Literacy; Ability to analyse, conceptualise and implement policy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem Solving; Research..

**DUTIES** : Execute general internal control services; Ensure proper governance; Render assurance services; Provide fraud and losses management services

**ENQUIRIES** : Mr DN Arendse at (021) 483 8646  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 45/545** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT (FACILITY MANAGEMENT), REFNO. DSD 98/2024 R1**

**SALARY** : R376 413 per annum (Level 8)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector; Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising; Analytical and systems thinking; Conceptual and formulation; Computer literacy.

**DUTIES** : Provide effective office administration and management support services to the Component: Handle general enquiries pertaining to the functioning of the component and manage component correspondences. Maintain and control leave, and asset register for the component; Provide budget support to the component: Assist to compile the budget expenditure for the directorate and complete the IYM; Maintain and assist with implementation of the component's monitoring and evaluation system: Develop and maintain a comprehensive database of networks, service providers.

**ENQUIRIES** : Ms M Jonkerman at Tel No:(021) 826 6040  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>