

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

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

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

OTHER POSTS

POST 36/80 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R 1 680 780 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 REQUIREMENTS : 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: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. Inherent requirements of the job: Computer literacy and the ability to develop and work with databases. Ability to work in a team. Exposure and ideally experience in management of plastic surgical emergencies including trauma and burns general plastic surgery and post burn reconstruction, and at least exposure to specialist plastic and reconstructive surgery involving congenital hands, congenital ear reconstruction, vascular anomalies and cleft and craniofacial pathology. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive, burns and trauma 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.

DUTIES : To provide full time plastic surgery specialist care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After-hours cover as a specialist plastic surgeon on both platforms (paediatric at RXH and Adult at GSH) Active participation in all the activities of the division including research, teaching and outreach. Training of under- and post-graduate students and other healthcare personnel.

ENQUIRIES APPLICATIONS NOTE : Prof S Adams, e-mail: saleigh.adams@uct.ac.za
Applicants apply online: www.westerncape.gov.za/health-jobs (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 with their job application/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)."

CLOSING DATE : 25 October 2024

POST 36/81 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHETICS) (X2 POSTS)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum
A portion of the package can be structured according to the individual's personal needs

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Competencies (knowledge/skills): Proven record of effective leadership and organisational ability in clinical Anaesthesia and Perioperative Medicine. Comprehensive skills and experience in leadership, administration and management related to anaesthesia and peri-operative medicine. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, and diversity, transformation and equity. Ability to function well in a team environment and a team player, with good inter-personal skills. Strong moral and ethical record in anaesthetic practice. Strong educational or teaching experience background in both the under and post-graduate domains. Willingness to participate in the CMSA exams. MMed in Anaesthesia. Research experience.

DUTIES : The management of specialist anaesthetic patients within the Department and at related hospitals to Groote Schuur, Red Cross War Memorial Children's, New Somerset and Mowbray Maternity Hospitals. Provide comprehensive clinical services. Provide academic leadership in the areas of under - and postgraduate teaching, training and research. Build and maintain Departmental team spirit and development. Organise and contribute to the anaesthetic skills training courses. Contribute to the administration and management of the department and provide outreach and support to referring institutions. Manage and provide leadership to colleagues and contribute significantly to the administrative duties of the combined department including, assessments and performance management.

ENQUIRIES : Ms C Wyngaard Tel No: (021) 404-5004

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

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

CLOSING DATE : 18 October 2024

POST 36/82 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY)**

SALARY : Grade 1: R1 271 901 per annum
Grade 2: R1 451 214 per annum
Grade 3: R1 680 780 per annum

A portion of the package can be structured according to the individual's personal needs

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in General Surgery. Experience: **Grade 1:** None after registration with HPCSA as a Medical Specialist in General Surgery. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist in General Surgery. Inherent requirements of the job: Commuted overtime is compulsory. Participate in the after-hours call system. Competencies (knowledge/skills): Clinical and surgical competency in General Surgery. Ability to work in a high-volume clinic and surgical environment. Computer literacy and interest in data collection for service improvement. Insight into challenges of local health care delivery, diversity, transformation and equity. Experience in supervision and training of staff and students at under- and post-graduate levels.

DUTIES : Supervision and training of junior surgical staff. Participation in under- and post-graduate divisional activities. General surgery specialist clinical service provision in the Division of General Surgery at the hospitals the division services.

ENQUIRIES : Prof L Cairncross, email: Lydia.cairncros@uct.ac.za

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

NOTE : No payment of any kind is required when applying for this post. 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 : 18 October 2024

<u>POST 36/83</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	Grade 1: R1 271 901 per annum Grade 2: R1 451 214 per annum Grade 3: R1 680 780 per annum (A portion of the package can be structured according to the individual's personal needs.)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum Educational Qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the Health Professions Council of South Africa as Medical Specialist in Orthopaedics. Inherent requirements of the job: Fellowship trained in hip and knee Arthroplasty surgery (one year). Willingness to do after hour "on - call" duties. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. 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 Orthopaedics. Competencies (knowledge/skills): Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in arthroplasty and general orthopaedics to students. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of hip and knee arthroplasty in orthopaedic Surgery.
<u>DUTIES</u>	:	Provision of clinical service delivery at specialist level across the full spectrum of hip and knee arthroplasty Surgery. The specialist primary responsibility would be the arthroplasty unit at Tygerberg Hospital. Provision of clinical service delivery at specialist level across the full spectrum of orthopaedic neck of femur fracture arthroplasty surgery and after hour on call duties for trauma and emergency orthopaedics. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios". Develop, conduct and supervise research projects.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Prof. J du Toit Tel No: (021) 938-9266 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/84</u>	:	<u>ASSISTANT MANAGER: MEDICAL PHYSICS</u>
<u>SALARY</u>	:	R1 065 894 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Medical Physicist Registration with the Health Professions Council: Registration with the Health Professions Council of South Africa as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa as Medical Physicist. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of Medical Physicist. Manage the medical physics service to the nuclear medicine division. Must be able to work independently and have skills to complete projects on time. Good communication and interpersonal relationship skills. Thorough knowledge of nuclear medicine physics and techniques, including internal dosimetry. Understand the physics of nuclear medicine equipment. Knowledge of computers and software used in radiotherapy, radiology and nuclear medicine. Knowledge of the statutory regulations regarding the medical use of ionizing radiation, as well as radionuclides. Thorough understanding of physics concepts and their link to medical applications. PhD degree is recommended.
<u>DUTIES</u>	:	Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Nuclear Medicine, including regulatory compliance. Active participation in the routine execution of clinically related medical physics tasks Supply physics support in the Division of Radiation Oncology. Assistance with equipment tender preparation, evaluation and commissioning. Understand and use software packages for gamma cameras and PET reconstruction, responsible for QA on the divisional network between imaging systems Assisting with management of staff and departmental administration, participation in the management team of the Division of Nuclear Medicine. Assistance with the lecturing in the teaching and training programme of the Medical Physics and Nuclear Medicine Divisions. Active participation and assistance with the management of the research and development programme

of the Medical Physics Division. Collaboration/cooperation with the Stellenbosch University Node for Infection Imaging (NII) medical physicist. This may include limited, non-remunerated support on a reciprocal basis, as allowed for under existing agreements between the hospital/province and Stellenbosch University around joint staff and the TBH-NII interface.

ENQUIRIES APPLICATIONS : Mr C Trauernicht Tel No: (021) 938 6027, email: cjt@sun.ac.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 36/85 : **PRIMARY HEALTH CARE MANAGER**
Central Karoo District

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

CENTRE REQUIREMENTS : Beaufort West Sub-district (based at Beaufort West)
: Minimum educational qualification: Appropriate 4-year Health related Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Systems and Management. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to travel in the District, Garden Route District and the Metro. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook, Internet). Good organisational, interpersonal, creative problem solving and research skills. Knowledge and understanding of the District Health System and Comprehensive Service Plan. Basic knowledge and experience in office administration, financial and procurement administration.

DUTIES : Overall strategic management of the PHC facilities in the sub-districts (Central Karoo District). Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programmes. Manage/support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM). Ensure efficient financial planning, control, and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning and Labour relations of PHC staff within the Sub-districts (Central Karoo District). Ensure that prescribed policies and procedures are implemented and adhered to.

ENQUIRIES APPLICATIONS : Dr AJ Muller Tel No: (023) 414-8211
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 36/86 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITALS) (EMERGENCY, ICU AND THEATRE)**

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

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley
: 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 a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/ recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Good communication skills. Ability to work on MS packages (Word, Excel and PowerPoint).

DUTIES : Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources assets and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in the inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

ENQUIRIES APPLICATIONS : Ms F Baartman Tel No: (021) 938-4055
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 18 October 2024

<u>POST 36/87</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (X2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Crossroads Community Day Centre (X1 Post) Mitchell's Plain Community Health Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Experience: 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 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 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 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 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. Inherent requirements of the job: Valid Code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Experience in general medical and surgical conditions on Hospital and PHC level. Experience of South African TB and HIV care guidelines (including drug resistant TB and HIV in children) Comprehensive evidence-based, direct patient-centered Clinical Service Provision in the District Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability and willingness to do outreach services to clinics throughout the Mitchells Plain Sub-district, guiding health care colleagues in managing difficult PHC cases.
<u>DUTIES</u>	:	Provide quality outpatient care to patients in Mitchells Plain Sub-district Primary Health Care facilities. Provide an outreach and support service to PHC facilities in the Mitchells Plain Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Mitchells Plain Sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr A. Isaacs at (071) 876-2257
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Candidates will be subjected to a practical/written and oral assessment.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/88</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	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.)
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in

respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a medical practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as a medical practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. Inherent requirements of the job: 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. Competencies (knowledge/skills): Appropriate clinical experience in the management of medical in-and outpatients. 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, publication and having passed or intention to write the FCP(SA) part 1 exam. Valid ACLS Certificate Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES

: 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 A Vermeulen Tel No: (044) 802-4529

APPLICATIONS

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

NOTE

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

: 18 October 2024

POST 36/89

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

SALARY

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

CENTRE

: Worcester Regional Hospital

REQUIREMENTS

: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with professional council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: **Grade 1:** None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist 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 after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as Pharmacist 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 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties, including 24-hour standby and response. Ability and willingness to be available for emergencies/mass incidents. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint and Outlook). Ability to work accurately under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team with excellent interpersonal and communication skills.

DUTIES

: Pharmaceutical service delivery including improving continuity of care within the Rural Central Ecosystem. Effective medicine supply management (Procurement, storage, control and distribution of pharmaceuticals) including cold chain management in all areas where medications are kept. Quality assurance and clinical governance including rational medicine use, antibiotic

stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines.

ENQUIRIES APPLICATIONS

: Ms S Jaftha Tel No: (023) 348-6496
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

: No payment of any kind is required when applying for this post. Short listed candidates will be subject 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 similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.

CLOSING DATE

: 18 October 2024

POST 36/90

: **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Rural Health Services

SALARY

: R656 964 per annum

CENTRE

: George Regional 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 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 professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy in Microsoft Office (MS Word, Excel, Outlook).

DUTIES

: Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain & promote professional growth/ethical standards and development of self and others.

ENQUIRIES

APPLICATIONS

: Ms LK De Goede Tel No: (044) 802-4352
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE

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

CLOSING DATE

: 18 October 2024

POST 36/91

: **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
West Coast District

SALARY

: R520 560 per annum

CENTRE

: Clanwilliam Hospital, Cederberg Sub-district

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/ degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with the Health Professions 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 a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays as well as overtime. Valid code B/EB driver's licence. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy.

DUTIES

: 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. 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 : Mr NM Goeieman Tel No: (027) 482-2166
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 18 October 2024

POST 36/92 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL NURSING)**
West Coast District

SALARY : R520 560 per annum
CENTRE : Lapa Munnik Hospital, Bergriver Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife. 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 a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Ability to work independently and in a multi-disciplinary team. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Basic computer literacy.

DUTIES : 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. 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 T Fredericks Tel No: (022) 814-0462/ (022) 931-2140
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 18 October 2024

POST 36/93 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X3 POSTS)**

SALARY : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Operating Theatre. Registration with a Professions Council: Current registration with the South African Nursing Council 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 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 Operating theatre technique. 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): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

ENQUIRIES : Ms M Franken Tel No: (021) 658-5187

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Nursing with the South African Nursing Council." The pool of applicants will be considered for similar vacant posts within Red Cross War Memorial Children's Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/94</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PAEDIATRICS (WARD))</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as 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 requirement 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): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES</u>	:	Ms M Franken Tel No: (021) 658-5187
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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: Child Nursing Science. The pool of applicants will be considered for similar vacant posts within Red Cross War Memorial Children's Hospital for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/95</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE CHILD) (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in Nursing after registration as 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 Critical Care Child. 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): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

DUTIES : Provide comprehensive specialized nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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: Child Nursing Science. "The pool of applicants will be considered for similar vacant posts within Red Cross War Children's Memorial Hospital for a period of 3 months from date of advert."

CLOSING DATE : 18 October 2024

POST 36/96 : **ASSISTANT DIRECTOR: FINANCE**
Chief Directorate: Emergency and Clinical Services Support

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Office of the CD: ECSS
: Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Financial Management. Appropriate supervisory experience. Appropriate practical experience in completing and analysing BMI's. Appropriate experience in Budget Management. Appropriate experience in expenditure Control. Inherent requirements of the job: Valid drivers' license. Willingness to travel. Competencies (knowledge/skills): Organisational, managerial, and leadership skills and an aptitude for working with financial figures. Ability to analyse and interpret financial information and to ensure informed decision making. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Extensive practical experience in completing and analysing BMIs. Report writing skills.

DUTIES : Effective use of the BMI and APL tools to monitor budget and expenditure of Directorates within ECSS monthly. Monitoring of Directorate expenditure including correction of incorrectly allocated expenditure. Monitor the Assets and Liabilities accounts and ensure balances are cleared in accordance with finance instructions/policies. Review compliance assessment reports from Internal Audit unit and ensure implementation of remedial action. Provide administrative and technical support in the coordination of all relevant transversal finance instructions & SOPs (FA21). Staff Management and effective support and assistance to various stakeholders within Directorates.

ENQUIRIES APPLICATIONS : Mr A. Ngantweni Tel No: (021) 815-8617
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/97 : **SPEECH THERAPIST GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R376 524 per annum
Grade 2: R439 755 per annum

	:	Grade 3: R574 785 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as practitioner in Speech Therapist and Audiologist or Speech Therapist. Registration with the Health Professions Council: Registration with the HPCSA as a Speech Therapist and Audiologist or Speech Therapist. Experience: Grade 1: None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Appropriate Speech Therapy experience with Intellectual Disability and the management of dysphagia and communication. Computer literacy (Microsoft Office, Clinicom). Knowledge related to appropriate speech therapy screening, assessment, and treatment.
<u>DUTIES</u>	:	Effectively provide dysphagia and communication screening, assessment, and management services to in-patients and out-patients in the specialist field of Intellectual Disability as well as all other areas in psychiatry. Effectively administer records, data and hospital information related to clients. Make relevant referrals to the best interest of clients. Provide input into development of Speech and Hearing protocols.
<u>ENQUIRIES</u>	:	Ms N Jacobs Tel No: (021) 370-1105
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for similar vacant posts within the Chief Director: MHS for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/98</u>	:	<u>SPEECH THERAPIST GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R376 524 per annum Grade 2: R439 755 per annum Grade 3: R574 785 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech- Language Therapist. Registration with the Health Professions Council: Current registration with the HPCSA as a Speech-Language Therapist (Independent practice). Experience: Grade 1: None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of SA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech Therapist in respect of SA-qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapist and Audiologist or Speech therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Competencies (knowledge/skills): Excellent communication skills. Good report writing, interpersonal, organizational, leadership and planning skills, as well as computer literacy. Good and sound knowledge of appropriate national and provincial legislation and policies. Ability to work independently and in a multi-disciplinary team.

DUTIES : Effective speech therapy service delivery to in- and out-patients at a tertiary facility: Assessment and management of adults and children with communication and/or feeding and swallowing disorders. Perform specialised diagnostic assessments (such as VFSS, FEES, and stroboscopy). Participate as member of MDT in management and rehabilitation of patients with communication and/or feeding and swallowing disorders. Liaising with role players regarding patient needs. Provide support, guidance and training to lower levels of care. Provide input to service delivery protocols. Provide in-service training to MDT members. Independent effective management of patient administration and record keeping. Time management and prioritisation. Counsel patients, carers, families and relevant stakeholders. Assist in managing physical resources within the department. Participate in student and own professional develop. Develop expertise in clinical areas.

ENQUIRIES APPLICATIONS : Ms J Birkenstock Tel No: (021) 938-4817, Email: jeannette.birkenstock@westerncape.gov.za
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 Speech Therapist and Audiologist or Speech Therapist with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 18 October 2024

POST 36/99 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Chief Directorate: Facilities and Infrastructure Management

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in public sector financial environment and relevant systems and on the Key Performance Areas (KRA's) of post. Inherent requirements of the job: Valid Code (EB/B) driver's licence. Ability to travel and work overtime if required. Competencies (knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to work co-operatively with colleagues and stakeholders at all levels and working independently. Advanced computer literacy (MS Excel and Word). Sound knowledge and experience in Supply Chain Management processes. Sound knowledge of and experience of Basic Accounting System (BAS). Ability to analyse information. Sound understanding of accounting principles. Sound knowledge of the PFMA, National and Provincial Treasury Regulations.

DUTIES : Extract relevant data from BAS and other relevant systems and evaluate financial and SCM performance within the Chief Directorate. Manage Interim/Annual Financial Statement reporting and A and L Accounts. Controlling of accounting entries and reporting on erroneous transactions. Monitoring of transfer payments, conditional grants and commitments. Manage the Supply Chain Function within the Chief Directorate. Ensure compliance with Accounting Officer System and Supply Chain Management Delegations. Assist with effective system implementation and Audit processes. Effective and Efficient document control systems. Rendering effective financial support and assistance to the Chief Directorate. Extensive experience in extracting information/reports from BAS and Vulindlela for analysis. Detection and correction of incorrect accounting entries, authorise payments/journals and ensure compliance. Application of accrual accounting principles to the extent required by accounting statements.

ENQUIRIES APPLICATIONS : Ms T September Tel No: (021) 483-0890
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be requested to undertake practical, competency, and psychometric tests.

CLOSING DATE : 18 October 2024

POST 36/100 : **FOOD SERVICE MANAGER**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Helderberg Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Food Service Management (or equivalent qualification). Experience: Appropriate and extensive experience in a large-scale Hospital Food Service environment. Appropriate management and supervisory experience. Inherent requirements of the job: Willingness to work shifts, weekends, and public holidays. Willingness to be on standby. Competencies (knowledge/skills): Knowledge of hygiene and safety procedures in an industrial Food Service Unit. The ability to create spreadsheets, word documents and presentations in Microsoft Office Knowledge and skills with regard to managing

the operation of an industrial Food Service Unit. Problem solving, decision making and time management skills. Sound numerical skills. Computer literacy (Microsoft Office.)

DUTIES : Plan and develop the strategic management of the Food Services Unit. Manage an operational Food Service Unit. Manage risks within the Food Service Unit. Manage all related Human Resource Manage matters of the Foodservices Unit. Manage all related Finance matters of the Foodservices Unit.

ENQUIRIES APPLICATIONS : Mr S Petersen Tel No: (021) 850-4700

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

NOTE : No payment of any kind is required when applying for this post. 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 : 18 October 2024

POST 36/101 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (SPECIAL PURPOSE FUNDS UNIT) (BUDGET MANAGEMENT)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R376 413 per annum

CENTRE : Office of the CD: ECCS

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National diploma or degree. Experience: Appropriate experience in Financial Management. Appropriate experience in Management of Conditional Grants. Appropriate supervisory experience. Appropriate experience in completing and analysing BMI's. Appropriate experience in expenditure control. Inherent requirements of the job: Valid drivers' license. Willingness to travel. Competencies (knowledge/skills): Organisational, managerial, leadership skills and an aptitude for working with financial figures. Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System and Project Management. Interpretation Policies, Formal Training, Economic, financial analysis, Legal Administration and Strategic Planning.

DUTIES : Effective and efficient support to the ASD to manage the Budgetary Function Equitable Share, District Health Programmes Grants and Donor Funding. Effective support to the management of the accounting function Budget and expenditure against the applicable expenditure Equitable Share, District Health Programmes Grants and Donor Funds. In-Year Monitoring and Reporting for HIV/Aids & HPV District Health Programmes Grants programme. Monitoring and Evaluation. Effective and efficient support to the ASD in the Internal Control function within the Equitable Share, District Health Programmes Grants & Donor funding. Effective support to the ASD in the management of Human Resources in the component.

ENQUIRIES APPLICATIONS : Mr A. Ngantweni Tel No: (021) 815-8617

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

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

CLOSING DATE : 18 October 2024

POST 36/102 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION AND HOSPITAL FEES)**
(Chief Directorate: Rural Health Services)

SALARY : R376 413 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Revenue (Hospital Fees and Patient Administration) and Medical Records. Appropriate supervisory experience in the Revenue and Medical Records field. Inherent requirements of the job: Valid (code B/EB) driver's licence. Willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft Office (MS Word, Excel, Outlook, Access). Workable knowledge of AR System, Clinicom, BAS and JAC as well as knowledge of UPFS, Chapter 18, PFMA, handling of state money, patient valuables (Chapter 6) and patient records management and all circulars, instructions and policies related to the above. Good supervisory, interpersonal, leadership and communication skills. Good organizational and administrative skills and the ability to function in a team and under pressure.

DUTIES : Manage Patient Administration Services and Medical Records with the aim of improving data quality and patient information and records according to Finance instructions, circulars, and policies. Manage Fees Department and ensure implementation and compliance with relevant Finance Instructions, Revenue notices, SOP's and PFMA as well as conducting and attending meeting and forums. Effective management of Revenue debt and budget control. Ensure completion and submission of monthly reports and provide feedback to management. Ensure effective Human Resources Management which include the managing of disciplinary procedures as well as supervision and evaluation of personnel under your control.

ENQUIRIES : Ms L Kombrink Tel No: (044) 802-4332
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical.

CLOSING DATE : 18 October 2024

POST 36/103 : **EMS SHIFT LEADER GRADE 3 TO 6**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 3: R317 751 per annum
Grade 4: R376 596 per annum
Grade 5: R455 079 per annum
Grade 6: R558 714 per annum

CENTRE : Emergency Medical Services
REQUIREMENTS : Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (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 Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner (ECP). Registration with the Health 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 within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code C1 driver's license. Current Professional driver's permit. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of Emergency Care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills.

DUTIES : Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.

ENQUIRIES : Mr M Mdzeke, (District Manager) Tel No: (021) 374-2316/7
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/104 : **SOCIAL WORKER GRADE 1 TO 4**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R308 247 per annum
Grade 2: R376 416 per annum
Grade 3: R452 667 per annum
Grade 4: R554 919 per annum

CENTRE : Stikland Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with a Professional Council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None after registration. **Grade 2:** A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social worker with the SACSSP. Inherent requirements of the job: A valid Code B driver's licence. Competencies (knowledge/skills): Ability to render a clinical social work practise as a member of a multi-disciplinary team in a Specialist Acute Mental Health Care setting. Sound knowledge and skills

in psycho-social assessment, family and individual counselling skills. Knowledge of relevant statutory processes. Computer literacy, good verbal and written communication.

DUTIES : Provide clinical social work services with regards to the care, support, protection and development of vulnerable individuals, groups, families and communities. Utilise specialist knowledge and skills to conduct psychosocial assessments, counsel individuals and families, network effectively internally with the multi-disciplinary team as well as with relevant external role players, conduct appropriate referrals to relevant role players / stake holders, actively contribute to development of care and safety plans. Deliver accountable services through the application of the Social Work Administrative process. Ensure continued professional development by keeping updated with developments in the field.

ENQUIRIES APPLICATIONS : Ms T Killian Tel No: (021) 940-4468
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of 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 : 18 October 2024

POST 36/105 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**

SALARY : R308 154 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/ Maths Literacy and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience / competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. Appropriate experience in procurement of goods and services, procurement processes and systems. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro. Appropriate experience in the management of the relevant contract management tools. Appropriate experience that focuses on the Key Performance Areas of the post. Appropriate operational experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate supervisory experience in a Supply Chain Management environment. Appropriate experience in procurement processes relating to reviewing and approving SCM processes. Competencies (knowledge/skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Excellent managerial and leadership skills. Good organisational skills. Computer literacy (MS Word, Excel). Written, verbal and report writing skills. Supervisory experience of personnel.

DUTIES : Responsible for the competitive formal and informal procurement processes to obtain goods and services in terms of SCM practices and policies. Liaise with technical and professional personnel in respect of bidding processes. Manage the Supply Chain Management Component, performance and develop of staff. Accurate and timeous reporting including report writing and the presentation thereof. Assist with Supply Chain Management processes and related queries, provide guidance and support on identified shortcomings within the SCM section. Responsible to ensure effective internal controls and compliance.

ENQUIRIES APPLICATIONS : Ms. M Stemmet Tel No: (021) 938-4147
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/106 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Central Karoo District

SALARY : R308 154 per annum
CENTRE : Prince Albert Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration experience Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Good communication, interpersonal, organisational and leadership skills. Ability to maintain confidentiality. Ability to supervise the

relevant components. Computer literacy (MS Word, Excel, Power Point). Sound knowledge or working experience of BAS, LOGIS, CLINICOM, PERSAL.

DUTIES : Effective and efficient Human Resource Management functions as a satellite of Beaufort West Hospital. Prepare and submit Human Resource related reports and statistics. Implement measures to address shortcomings identified through audits. Implement and monitor policies, circulars, finance instructions and other relevant legislative prescripts. Supervision and administrative duties relating to Support Service sections, including Food Service Unit, Laundry, Workshop/Maintenance functions, registration, general workers, mortuary and Transport. Effective and efficient Supply Chain Management, Financial Administration, Revenue and Assets. Management functions as a satellite of Beaufort West District.

ENQUIRIES : Ms S Frieslaar Tel No: (023) 814-2982
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 October 2024

POST 36/107 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum
CENTRE : Nolungile Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Reception, Admissions and Contract Management. Experience in the following systems PERMIS, LOGIS, IPWIS. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current support service practice within the Public Service. Disciplinary and conflict management skills. Extensive Computer literacy with experience in the Microsoft Office package.

DUTIES : Assist the Facility Manager as Head of Administration. Management of support services in the unit. Oversee facility Finance, Health information, People Management, cleaning, Supply Chain Management, Asset Management, Contract Management and other duties related to support services including security services, waste management, grounds management etc. Provide support as labour Relations liaison to facility manager, unit managers and staff. Represent the facility as liaison on various forums such as Safety and security, Quality Assurance, OHS/IPC and support service-related meetings at institutional and provincial level.

ENQUIRIES : Ms N Mbomvu Tel No: (021) 361-3353
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/108 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (FEMALE/CHILD'S WARD) (X2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma /degree in nursing) that allows registration with the SANC as a Professional Nurse. Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. **Grade 3:** A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist and rotate in all departments according to operational needs. Competencies (Knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Basic computer literacy (MS Word, Excel and Outlook). Must have good communication skills. Interpersonal skills.

DUTIES : Provide quality of care to all patients within PN scope of practice. Ability to promote quality patient care through the implementation of protocols, guidelines and standards. Maintaining professional growth, ethical standards and self-development. Maintain accurate clinical records, statistical registers and referral records. Utilise human, material and physical resources efficiently and effectively. Maintain and participate in inter-professional and multi-disciplinary teamwork but be able to work independently and supervise and mentor lower categories of staff.

ENQUIRIES : Ms B Tyutu Tel No: (021) 782-1121, Ms L Shoosmith Tel No: (021) 782-1121

- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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** : 18 October 2024
- POST 36/109** : **PERSONNEL OFFICER (EMPLOYEE BENEFITS)**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource management. Appropriate PERSAL experience. Competencies (Knowledge/skills): Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising & planning skills. Professionalism and maintaining confidentiality.
- DUTIES** : Perform all administration 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 payslips, debt management, verify documents and qualifications. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). Maintain registers, i.e., PILIR, RWOEE, appointments, pension, and service terminations. Knowledge of OSD prescripts. Perform and implement transactions on PERSAL. Provide an effective support service to supervisor.
- ENQUIRIES** : Mr G Cloete Tel No: (021) 360-4235
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to practical/written and oral assessment. The pool of candidates may be utilized for other similar posts within the Chief Directorate: MHS for a period of 3 months.
- CLOSING DATE** : 18 October 2024
- POST 36/110** : **ADMINISTRATION CLERK: FINANCE/ ADMIN**
- SALARY** : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Finance related environment. Competencies (knowledge/skills): Sound knowledge of accounting. Knowledge of computerised financial management systems. Competent in MS Word, Excel, and Outlook. Good communication skills (written and verbal).
- DUTIES** : Display the core values of the Department of Health and Wellness, Western Cape Government. Maintain and clear assets and liability accounts. Capturing of journals. Request Objective and Asset and Liabilities reports. Manage debtor accounts on BAS (Basic Accounting System). Capture or maintain staff debt accounts. Adherence to due dates and working under pressure. Revenue-generating Administration. Support to Supervisor.
- ENQUIRIES** : Ms K. Balie Tel No: (021) 938-4029
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
- NOTE** : No payment of any kind is required when applying for the post.
- CLOSING DATE** : 18 October 2024
- POST 36/111** : **ADMINISTRATION CLERK: FINANCE/ADMIN (BUDGETING AND EXPENDITURE)**
- SALARY** : R216 417 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Finance related environment. Competencies (knowledge/skills): Sound knowledge of Accounting. Knowledge of computerized financial

management systems. Competent in MS Word, Excel and Outlook. Good communication skills (written and verbal).

DUTIES : Responsible for payment and checking of supplier accounts in compliance to Finance Instruction G28/2013. Effective transacting on and maintaining the BAS and Syspro system. Accurate filing of auditable documents. Display the core values of the Department of Health and Wellness, Western Cape Government. Ability to liaise with suppliers and internal stakeholders. Adherence to due dates and to work under pressure. Support to Supervisor.

ENQUIRIES : Ms. ET Lourens Tel No: (021) 938-5759
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 18 October 2024

POST 36/112 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management environment. Inherent requirements of the job: Valid code B/EB driver's licence. Willingness to travel to facilities within Khayelitsha/Eastern Substructure. Competencies (knowledge/skills): Advanced Computer literacy skills (MS Word, Excel, PowerPoint and Access). Knowledge in departmental systems, i.e. Health Information Systems, Ditcom processes and health data management. Training skills. Ability to create graphs and monitor data trends. Good numerical, organisational and analytical thinking skills.

DUTIES : Provide general support to all Information Management and HAST Clerks at facility level. Perform office administrative role as a member of the Information Management team. (I.e. minute taking, filling, copies and logistical arrangements). Participate in health information co-ordinating activities. Data capturing (routine and non-routine data). Assist with the co-ordination of Ditcom applications and ITS requests. Assist with data quality monitoring, verification, data/trend analysis and submission. Assist with preparing presentations and compiling reports. Assist with pre-determined objective audits. Administrative support to supervisors, Managers and Health Facilities within the Substructure.

ENQUIRIES : Ms J Jansen Tel No: (021) 360-4702
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/113 : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT) (X4 POSTS)**

SALARY : R216 417 per annum
CENTRE : Groote Schuur Hospital, Observatory
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 a Fees-related environment. Competencies (Knowledge/Skills): Strong sense of confidentiality. Computer literacy (MS Word, Excel, Outlook). Good communication skills (verbal and written). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Must be willing to rotate between departments.

DUTIES : Accurate patient assessments and admissions on Clinicom. Raising invoices as per Hospital Fees policies. Debit Charge Entries to Invoices as per UPFS and PGWC billing procedures. Manage busy telephone. Booking of Healthnet transport. Covering for colleagues and undertaking various other clerical duties as and when required.

ENQUIRIES : Ms A Swartz Tel No: (021) 404-2333
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/114 : **ADMINISTRATION CLERK: FINANCE/ ADMIN**
Chief Directorate: Metro Health Services

SALARY : R216 417 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office

<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics/Accounting as a passed subject and/or with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Finance. Appropriate experience in BAS. Inherent requirements of the job: Willingness to work overtime when required and/or shifts, including night shift, weekends, and on public holidays, when required. Competencies (knowledge/skills): Practical computer literacy, especially in MS Office (MS Word, Excel, and Outlook). Ability to work under pressure and meet deadlines. Excellent time management and organizational skills.
<u>DUTIES</u>	:	Administrative support services to the Head of Finance. Clearing of Asset and Liability accounts: Requesting of reports, capturing journals. Capturing of Basic Accounting System (BAS) Payments. Ensure that all transactions comply with correct allocations with Legislative requirements. Provide assistance and support with the reporting of financial statements. Provide assistance and support concerning information about audit queries. Provide assistance and support within the Finance and Supply Chain Management components. Perform any other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Mthwana Tel No: (021) 360-4715
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for 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.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/115</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> Garden Route District
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	Garden Route District Office, George
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in information management within a health sector. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/DHIS/Sinjan/EDR.Web/Tier.net/SPV). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Ability to function independently and within a team context. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel.
<u>DUTIES</u>	:	Effective data capturing, verifying using information systems/live statistics before deadlines. Provide general administrative support. Ensure quality of data and Maintain health data base. Co-ordinate all health statistics within District. Assist in monitoring of data trends in the district. Participate in health information co-ordinating activities.
<u>ENQUIRIES</u>	:	Mr. X Zakhe Tel No: (044) 803-2700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/116</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R216 417 per annum
<u>CENTRE</u>	:	George Regional Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate clerical experience in an acute Hospital environment. Inherent requirements of the job: Willingness to work flexitime/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy MS Office. Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels.
<u>DUTIES</u>	:	The provision of an administrative system to manage the activities of the operational nursing unit. Providing operational support to the nursing unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain CLINICOM process to record patient movement and complete files and UPFS & other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.
<u>ENQUIRIES</u>	:	Ms D Williams Tel No: (044) 802-4338 / 4537
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<u>CLOSING DATE</u>	:	18 October 2024

- POST 36/117** : **ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum
- CENTRE** : Oral Health Centre, Tygerberg/Mitchell's Plain Platform
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of patient administration. Appropriate experience in Clinicom. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act) and BAS. Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills. Computer literacy (MS Office package).
- DUTIES** : Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, CLINICOM and Hospital Memorandum 18. Registration of new patients. Telephone enquiries. Filing and drawing of folders. Any ad-hoc admin duties.
- ENQUIRIES** : Ms C Paulsen Tel No: (021) 937-3047
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. 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. Shortlisted candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 18 October 2024
- POST 36/118** : **STAFF NURSE GRADE 1 TO 3**
West Coast District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with the Health Professions Council: Registration with the South African Nursing Council as a Staff Nurse. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration with (SANC) as a Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with (SANC) as a Staff Nurse. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good interpersonal and communication skills. Good organizing skills. Demonstrate basic communication with patients, supervisors, and colleagues. Willing to rotate through department and work night duty. Maintain professional growth / ethical standards and self-development. Work as part of a multidisciplinary team and support the managers to ensure quality nursing care.
- DUTIES** : Development and basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth / ethical standards and self-development and implementation. Effective functioning within multi-disciplinary team.
- ENQUIRIES** : Mr NL Mphato Tel No: (022) 921-2153
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other vacant Staff Nurse posts within the Cederberg Sub-district, for a period of three months from date of advert.
- CLOSING DATE** : 18 October 2024
- POST 36/119** : **STAFF NURSE GRADE 1 TO 3**
Central Karoo District
- SALARY** : Grade 1: R209 112 per annum
Grade 2: R248 613 per annum
Grade 3: R290 805 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Health Professions Council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. **Grade 3:** A minimum of 20

years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr TW Ntombana Tel No: (023) 414 – 8200
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 18 October 2024

POST 36/120 : **FOOD SERVICES SUPERVISOR**
West Coast District

SALARY CENTRE REQUIREMENTS : R183 279 per annum
Citrusdal Hospital, Cederberg Sub-district
Minimum educational qualification: Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9/Std 7 certificate). Experience: Appropriate Food Services Experience within a similar environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Valid (Code B/EB) drivers’ licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of hygiene and safety procedures. The incumbent must be able to work independently and under pressure. Knowledge and skills of procurement practices. Report writing and numerical skills.

DUTIES : (key result areas/outputs): Supervise operational food services. Supervise hygiene, occupational health and safety. Supervise the maintenance and control of apparatus and equipment. Support principles of Human Resources. Support financial management.

ENQUIRIES APPLICATIONS : Mr S Cupido Tel No: (022) 921-2153
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 18 October 2024

POST 36/121 : **LIBRARIAN ASSISTANT**

SALARY CENTRE REQUIREMENTS : R183 279 per annum
Western Cape College of Nursing, (Directorate: Western Cape College of Nursing), South Cape Karoo Campus (George)

REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate plus competencies. Experience: Appropriate experience in a Library environment, learning commons or computer lab. Competencies(knowledge/skills): Computer literacy and technical skills. Good interpersonal skills. Good administrative skills.

DUTIES : Ensure and promote customer focussed service: Provide information services to students and staff, Participating in shift work, marketing relevant services and resources. Comply to the library policies, guidelines, copyright and legal compliances in the library. Circulation related tasks: Checking in and out library materials, managing holds and reserves, capturing receipts, patron registration. Administrative tasks and functions: Data entry, Photocopy and printing support, maintaining library spaces, record keeping, filing. Collection management: Responsible for the maintenance and preparation of library material, responsible for shelving and shelf reading of library material according to classification systems, inventory management. Assist with academic support.

ENQUIRIES APPLICATIONS : Ms N Vajat Tel No: (021) 684 1204/1205
Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE : 18 October 2024

POST 36/122 : **PHARMACIST ASSISTANT: GRADE 1 TO 2 (BASIC)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : Grade 1: R154 401 per annum

	:	Grade 2: R203 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Pharmacy Services, Cape Medical Depot
	:	Minimum educational qualifications: Grade 1: Senior Certificate with Mathematics at Grade 12 level or Senior Certificate with Mathematics at grade 10 level (Certified proof of Senior Certificate and of Grade 10 Mathematics as a passed subject must be provided) or current registration with the South African Pharmacy Council as a Pharmacist's Assistant (Learner Basic) (Warehousing/Wholesale). Grade 2: Basic Pharmacist Assistant qualification that allows registration with the South African Pharmacy Council as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Registration with a Professional Council: Grade 1: Registration with the SAPC to study towards a Pharmacist Assistant (Basic) (Warehousing/Wholesale) qualification. Grade 2: Registration with the SAPC as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Experience: Grade 1: None. Grade 2: None after registration with the SAPC as Pharmacist Assistant (Basic) (Warehousing/Wholesale). Inherent requirements of the job: Physical ability to pick and remove heavy boxes. Physical ability to open large quantities of tamperproof, sealed tablet containers. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of wholesale warehouse practices and procedures. Good numeric skills, meticulous and attention to detail.
<u>DUTIES</u>	:	Assist with the receiving and storage of pharmaceutical products from suppliers. Maintenance and cleaning of equipment and cubicle. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Post Basic Pharmacist Assistant. Assist with the efficient and secure pre-packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good manufacturing practice within the pre-pack unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Buthelezi Tel No: (021) 483-8804
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. All short-listed candidates may undergo a technical competency test. "Pharmacist Assistants who do not comply with registration in either of the advertised categories may apply for an advertised post on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed." 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 for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	:	18 October 2024
<u>POST 36/123</u>	:	<u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R131 265 per annum Karl Bremer Hospital
	:	Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Services Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP, National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Knowledge of basic cleaning and maintenance of equipment used in the milk kitchen and Food Service Unit. Knowledge with regards to the functioning of a hospital milk kitchen.
<u>DUTIES</u>	:	The preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation plan, and temperature control during the various processes. Assist with the receipt, storage and stock control of food and milk kitchen supplies. Maintain record keeping and statistics of milk feeds delivered to the wards. Pre-prepare and prepare, dish up and distribute normal and special diets. Follow and maintain general hygiene and safety directives in the food service unit and milk kitchen including for the use of apparatus and equipment, and washing of crockery, cutlery and cooking utensils. Maintain safety measures for apparatus and equipment, and report broken apparatus and equipment. Assist with the informal in-service training of new employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr RC Broekhuizen Tel No: (021) 918-1361
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant within the Department for a period of 3 months from date of advert.

CLOSING DATE : 18 October 2024

POST 36/124 : **FOOD SERVICES AID**
Chief Directorate: Metro Health Services

SALARY : R131 265 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills. Have knowledge and understanding of the basic food groups and cooking methods.

DUTIES : Prepare, cook and serve meals for the patients. Clean and maintain the kitchen area and equipment and maintain hygiene standards. Dress according to Departmental specifications and adhere to Hospital Policy. Ability to prepare food according to standardised recipes. Ability to be trainable in preparing of normal and therapeutic diets. Following and adhere to Health and Safety Regulations.

ENQUIRIES : Ms A Mahambi Tel No: (021) 850-4726
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/125 : **CLEANER**
West Coast District

SALARY : R131 265 per annum
CENTRE : Citrusdal Hospital, Cederberg Sub-district
REQUIREMENTS : Minimum Requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience. Inherent requirements of the job: Must be physically fit to lift heavy objects. Willingness to work shifts including night duty, overtime, weekends, public holidays as well as relief in other departments within the hospital. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the use of cleaning equipment (electronic and otherwise). Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Contribute to effective management of domestic responsibilities. Waste management. Participates in linen management. Contributes to effective utilization and functioning of apparatus and equipment. Renders support services to Household Supervisor.

DUTIES : Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Contribute to effective management of domestic responsibilities. Waste management. Participates in linen management. Contributes to effective utilization and functioning of apparatus and equipment. Renders support services to Household Supervisor.

ENQUIRIES : Mr N Mphato Tel No: (022) 921-2153
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 18 October 2024

POST 36/126 : **CLEANER**
Central Karoo District

SALARY : R131 265 per annum
CENTRE : Leeu-Gamka Clinic
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate Hospital and or Health Facility cleaning experience. Inherent requirements of the job: Physical fit and able to lift and/or move heavy objects and supplies. Ability to operate machinery and equipment used in cleaning services. Valid Code B/EC Drivers licence and willingness to drive. Competencies (knowledge/skills): Good communication (read, speak and write) and interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Knowledge of infection control and safety procedures of a hospital/clinic environment.

DUTIES : General cleaning, housekeeping and maintenance (i.e dust/sweep/ polish/ scrub/ mop/ clean windows/ walls/equipment/machinery and refuse removal.) Ensure effective Waste management, Linen Management etc. Effective and efficient utilization and storage of cleaning materials and

equipment. Maintenance of Clinic hygiene, grounds and safe environment in terms of standards and procedures. Optimal support to the supervisor and colleagues.

ENQUIRIES : Sr J Rossouw Tel No: (023) 414-3984
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a practical/written assessment.
CLOSING DATE : 18 October 2024

POST 36/127 : **FOOD SERVICES AID**

SALARY : R131 265 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum Requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience meal preparation/cooking within a hospital/industrial kitchen preparing more than 250 meals at one time. Inherent requirement of the job: Willingness to work shifts during the day, weekends and public holidays. The physical ability to lift heavy equipment and supplies and stand on feet for most of the day. Dress according the departmental/food service specifications. Work a 10-hour day shift and weekends and public holidays (1 in 2). Competencies (knowledge/skills): Knowledge of appropriate hygiene and safety procedures in an industrial food service unit. The ability to handle industrial equipment. The ability to communicate effectively. The ability to create tasty meals. Cooking knowledge and skills.

DUTIES : Pre-prepare and prepare meals for normal and special diets. Dish up and distribute meals. Assist with the receipt and storage of food supplies. Maintain general hygiene in the Food Service Unit. Follow hygiene and safety directives for the use of apparatus and equipment. Report broken apparatus and equipment. Maintain safety measures for apparatus and equipment. Assist with the informal in-service training as required.

ENQUIRIES : Ms. M Coetzee Tel No: (021) 658-5207
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 October 2024