

**PROVINCIAL ADMINISTRATION: WESTERNCAPE
DEPARTMENT OF HEALTH**

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

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

OTHER POSTS

POST 33/286 : **CLINICAL MANAGER GRADE 1 (MEDICAL)**
Garden Route District

SALARY : R1 173 900 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver's licence (Code B/EB).Willingness to travel throughout the Sub-district. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

DUTIES : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support -, transfer of knowledge to-, training-, coaching and mentoring of the clinical staff and auxiliary staff. Drive the CPD and M&M Programs as well as other Clinical related programmes. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Promote COPC and 'Dr adopt a Clinic' on the PHC-Platform. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES : Dr CA Dreyer Tel No: (044) 203-7204
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 27 September 2019

POST 33/287 : **ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)**
Directorate: Infrastructure Programme Delivery

SALARY : Grade A: R618 732 per annum
Grade B: R707 451 per annum
Grade C: R797 670 per annum
(A portion of the package can be structured according to the Individual's personal need.

CENTRE : Head Office, Norton Rose House, Cape Town
REQUIREMENTS : Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as a Professional Architect with the SACAP. Appointment experience: 3 years post qualification architectural experience. Experience: **Grade A:** At least 0-2 years appropriate/recognisable experience in this profession after registration with the SACAP as a professional Architecture. **Grade B:** At least 14 years appropriate/recognisable experience in an area after registration with the SACAP as a professional Architecture. **Grade C:** At least 26 years

appropriate/recognisable experience in an area after registration with the SACAP as a professional Architecture. Inherent requirements of the job: Able to work outside of normal office hours. Working hours are flexible within the current policy which is available on request. Travel – including early morning and late night air flights. A valid driver's licence (Code B/EB). Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

- DUTIES** : Programme and project planning. Conduct programme and project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.
- ENQUIRIES** : Mr A Middleton, Tel. No. (021) 483-9328
- 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** : 04 October 2019

POST 33/288 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**

- SALARY** : R562 800 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate 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 relevant specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

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

- ENQUIRIES** : Mr A Mohamed, Tel. No. (021) 404-2071
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 27 September 2019

<u>POST 33/289</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Cape Winelands Health District
<u>SALARY</u>	:	R562 800 (PN-B3) per annum
<u>CENTRE</u>	:	Groendal CDC, Franschoek
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48).Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification (R48) as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resource and financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES</u>	:	Ms D Johnson Tel No: (021) 808-6108
<u>APPLICATIONS</u>	:	Applicants apply online: 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>	:	27 September 2019
<u>POST 33/290</u>	:	<u>OPERATIONAL MANAGER NURSING: (GENERAL: SURGERY)</u>
<u>SALARY</u>	:	R444 276 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).Extensive knowledge in General Nursing and the relevant Nursing Speciality.
<u>DUTIES</u>	:	Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management

principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019

POST 33/291 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

CENTRE : Stellenbosch PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good psychosocial- and health assessment skills and knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape. Selection process. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/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).

DUTIES : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Health Care facilities in the Sub-district. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision support of other health care providers.

ENQUIRIES : Ms D Johnson Tel No: (021) 808-6108
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 27 September 2019

POST 33/292 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum

CENTRE : Oudtshoorn PHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration

with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with 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 Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate, recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid driver's licence (Code B/EB). Willingness to travel throughout the Sub-Districts. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

DUTIES : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7200

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

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

CLOSING DATE : 27 September 2019

POST 33/293 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)**
Overberg District

SALARY : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 8% of the basic salary)

CENTRE : Kannaland Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Post Basic qualification with a duration of at least one-year Diploma in Clinical Nurse Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems with leadership and management skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection. Prevention and Control (IPC) and Occupational Health and Safety. Teaching/presentation and assessment skills.

DUTIES : Manage the Quality Assurance programme in the Kannaland Sub-district. Monitor and respond to consumer complaints and compliments. Analysing needs, planning and coordinating clinical training, skills development and maintenance of competence interventions in the Kannaland sub-District. Presentation facilitation and co-ordination of clinical service training programs as Kannaland Sub-district. Monitoring, evaluation and reporting of clinical

training and clinical skills development interventions at Kannaland Sub-district. Effective leadership, management and governance and promotion of Department values.

ENQUIRIES : Dr JF Denkema Tel No: (028) 551-1010
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 : 27 September 2019

POST 33/294 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT)**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit queries process. Manage the performance, training and development of staff in the acquisition management unit.

ENQUIRIES : Mr. Collin Frank Tel No: (021) 404- 3248
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The successful candidate must be willing to rotate, manage and supervise other SCM components (Stores, Assets).

CLOSING DATE : 04 October 2019

POST 33/295 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)**

SALARY : R376 596 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in asset management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of Asset Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant Assets Management legislation and regulations.

DUTIES : Effectively and efficiently provide leadership and manage the Asset Management Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of Asset Management policies, regulations, prescripts and instructions. Manage the Assets (major and minor) and related processes of the hospital in respect of: Annual asset planning and asset count, monthly assets and financial statement reconciliations, variance analysis and implementing corrective action and liaise with various role-players and stakeholders on different levels to ensure effective Asset Management. Real time capturing of acquisitions, transfers, re-evaluations, disposals, bar-coding, movements, reports and

update of Asset Register. Liaise with auditors (external and internal) and deal with audit queries. Manage the performance, training and development of staff in the Asset Management Unit.

ENQUIRIES : Mr Collin Frank Tel No: (021) 404- 3248

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. The successful candidate must be willing to rotate, manage and supervise other SCM components (Procurement, Assets).

CLOSING DATE : 04 October 2019

POST 33/296 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSETS)**
 Directorate: Supply Chain Management: Governance

SALARY : R316 791 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel and stay overnight. Competencies (knowledge/skills): Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management. High level of computer literacy, including advanced application on Logis, MS Word, MS Excel, Power Point and Outlook.

DUTIES : Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off site support to end users. Identify and provide training needs to districts or institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets & inventory management. Manage the implementation of SCM systems and ad-hoc asset & inventory management projects at districts/institutions. Maintenance of the departmental asset & inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset and inventory counts.

ENQUIRIES : Mr L Quluba, Tel. No: (021) 483-3460

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 : 27 September 2019

POST 33/297 : **SENIOR PERSONNEL PRACTITIONER (DIVERSITY: GENDER AND YOUTH)**
 Directorate: People Practices and Administration

SALARY : R316 791 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science (or equivalent). Experience: Appropriate experience in Diversity management, Gender and Youth. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Service Regulations, Employment Equity Act, Public Finance, National Youth Policy Framework, Commission of Gender Equality Act. Knowledge of organisational culture surveys. Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Research, conceptualization and analytical skills. Creative, self-motivated and assertive. Ability to function under pressure and handle a high work volume. Ability to prioritize and organise work and to exercise self-discipline. Ability to work independently.

DUTIES : Provide input as well as technical support into policy/strategy/operational plan review and development, and facilitate implementation as aligned to the Gender Equality Strategic Framework, Strategic framework on Women empowerment and the HOD’s 8-principle Action plan. Administer,

operationalize and implement processes, projects and programmes that promote Diversity Management (Gender and Youth, Mainstreaming, Disability and Organisational culture) within budgetary guidelines. Assist in facilitation and coordination of the gender focal point. Provide professional advice on Diversity issues. Conduct research, analysis and literature review on matters relating to Diversity. Conduct audits, trend and statistical analysis to determine opportunities and best practices relating to Diversity. Administer monitoring, evaluation and reporting. Administer Contract Management in the Diversity and Gender Focus Areas. Provide administrative and logistical support.

ENQUIRIES : Ms K Fortune Tel No: (021) 483-6751
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019

POST 33/298 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
 Chief Directorate: Rural Health Services

SALARY : R316 791 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services and warehouse management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on IPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

ENQUIRIES : Ms S Janki Tel No: (044) 802-4365
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to a practical test
CLOSING DATE : 27 September 2019

POST 33/299 : **PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL: WELLNESS PROGRAM)**
 West Coast District

SALARY : Grade 1: R256 905 (PN-A2) per annum
 Grade 2: R315 963 (PN-A3) per annum
 Grade 3: R383 226 (PN-A4) per annum
CENTRE : Clanwilliam PHC, Citrusdal Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of registration for 2019. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience

in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours, travel and meet operational requirements. Valid (Code B/EB) driver's licence. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Excellent computer literacy in Microsoft office programs. Ability to communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg. Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes
- ENQUIRIES** : Ms A Koch Tel No: (021) 482-1360
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/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** : 27 September 2019
- POST 33/300** : **ARTISAN PRODUCTION GRADE A-C (MILLWRIGHT OR ELECTRICAL) (X2 POSTS)**
- SALARY** : Grade A: R190 653 per annum
Grade B: R224 574 per annum
Grade C: R262 176 per annum
- CENTRE** : Swartland
Bergriver Sub-district
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault finding exercises and do/service repairs down to component level and competent with hands on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/ knowledge in the different fields of a hospital environment.

- DUTIES** : Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Do or assist Foreman with day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Do or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders with regard to execution of projects. Appointee in the Swartland Sub district will act as supervisor in the absence of Foreman/ Senior Artisan while the appointee in the Bergriver Sub district will act as supervisor.
- ENQUIRIES** : Mr GO Waneburg Tel No: (022) 487 9202
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2019
- POST 33/301** : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District
- SALARY** : R173 703 per annum
CENTRE : Hawston Clinic, Hermanus
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Appropriate experience in PHCIS system. Inherent requirement of the job: Valid B/EB driver's licence. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment.
- DUTIES** : Open patient files, keep record, file and retrieve folders. Admission and registration of patients. Recording admission statistics. Accurate data capturing on computer. Administration duties. Sort patient records. Book outpatient transport.
- ENQUIRIES** : Ms MA Samuels Tel No: (028) 313-5301
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 : 04 October 2019
- POST 33/302** : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
CENTRE : Elsie's River Community Health Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a hospital/primary health care setting. Appropriate experience in rendering a support service. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint). Ability to execute duties accurately and thoroughly. Good language and minute taking skills. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist staff, supervisor and facility manager with Human Resource matters eg. Appointments, service terminations, transfers, pension administration, leave administration, housing, distribution of pay slips. Handle personnel inquiries and correspondence and filling of personnel data. Provide effective secretarial and administrative services. Effective meeting management (minute taking and

logistical arrangements). Maintain registers for statutory registrations (SANC, HPCSA). Provide support to the Admin Officer and Facility Manager.

ENQUIRIES : Ms L Beukes Tel No: (021) 931-0211

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 : 27 September 2019

POST 33/303 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
(2 Year Contract)

SALARY : R122 595 per annum plus 37% in lieu of service benefits

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a Tertiary institution for ND: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the Cardiac catheterization laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects.

ENQUIRIES : Prof A Doubell Tel No: (021) 938-4400

APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer

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

CLOSING DATE : 27 September 2019

POST 33/304 : **SECURITY OFFICER**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum

CENTRE : Alexandra Hospital

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7).Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in a Psychiatric environment. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Competencies (knowledge/skills): Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good listening, report-writing, conflict and group handling skills. Communication in at least two of the three official languages of the Western Cape.

DUTIES : key result areas/outputs: Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients and escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

ENQUIRIES : Mr F Leukes Tel No: (021) 503-5000

APPLICATIONS : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

FOR ATTENTION : Mr S Petersen
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 October 2019

POST 33/305 : **HOUSEHOLD AID**

SALARY : R102 534 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Basic reading and writing skills. Experience: Appropriate experience as a cleaner within a Hospital environment and experience in Waste management. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status- be able to work with cleaning materials and lifting of equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Extensive knowledge of routine cleaning processes, Terminal Cleaning and handling cleaning equipment. Ability to effectively communicate in at least two of the three official languages Spoken of the Western Cape.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, mopping, scrubbing and polishing, deep cleaning of toilets, refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas, ICU, etc. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Mr E Cassiem Tel No: (021) 404-3237
APPLICATIONS : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
NOTE : No payment of any kind is required when applying for this post. A competency test will form part of the interview process.
CLOSING DATE : 04 October 2019

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 30 September 2019
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POST

POST 33/306 : **SOCIAL WORK SUPERVISOR: FACILITY MANAGEMENT AND QUALITY MONITORING REF NO: DSD 2019-104**

SALARY : R384 228 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence; Residential care experience for high risk youth. Competencies: Knowledge and experience of legislation for child and youth care centres; Diversion and substance treatment programmes; Quality assurance of programme delivery of social workers; Social work services and

human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES

: Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES

: Ms L Goosen at Tel No: (021) 826 6047