

**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.  
**ERRATUM:** Kindly note that the advert for the Post of 1/212: Medical Officer Grade 1 TO 3, Central Karoo District, Salary: Grade 1: R949 146 per annum Grade 2: R1 082 988 per annum Grade 3: R1 253 415 per annum (A portion of the package can be structured according to the individual's personal needs.) Centre: Laingsburg Hospital advertised in the Public Service Vacancy 01 dated 10 January 2025, with reference number: Post 1/212 has been cancelled.  
**ERRATUM:** Kindly note that the advert for the Post of 1/213: Registrar (Medical) (Public Health Medicine) (X1 Post) Directorate: Health Intelligence (4 Year Contract), Centre: Head Office, Cape Town (X1 Post) University of Cape Town (X1 Post), Salary: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs) advertised in the Public Service Vacancy 01 dated 10 January 2025, with reference number: Post 1/213 has been cancelled.

**OTHER POSTS**

**POST 02/217** : **HEAD CLINICAL UNIT GRADE 1 (VASCULAR SURGERY)**

**SALARY** : Grade 1: R1 976 070 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 qualifications: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Vascular Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Vascular Surgery. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Vascular Surgery. Inherent requirements of the job: It will be expected of the Head Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Competencies (knowledge/skills): Ability to conduct clinically relevant research in the field of vascular surgery. Ability to teach and train undergraduate and post graduate students and sub specialist Fellows. Ability to work in a high-volume clinic and surgical environment. Clinical and surgical competency in vascular surgery. Experience in supervision and training of staff and students at under- and post-graduate levels. Experience with staff management, resource allocation and theatre list management. Insight into challenges of local health care delivery, diversity, transformation and equity.

**DUTIES** : Vascular Surgery clinical service provision and management in the Groote Schuur Hospital Vascular Unit. Management and training of surgical staff. Participation in academic and management activities of the division.

**ENQUIRIES** : Prof L Cairncross Tel No: (021) 406-6229

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

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

**CLOSING DATE** : 31 January 2025

**POST 02/218** : **MEDICAL SUB-SPECIALIST GRADE 1: MEDICINE (HAEMATOLOGY)**

**SALARY** : Grade 1: R1 472 673 per annum  
Grade 2: R1 680 780 per annum  
Grade 3: R 1 835 835 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Haematology. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist Haematology. Experience: **Grade 1:** None after registration with HPCSA as a Medical Sub-Specialist in Haematology. **Grade 2:** A minimum of 5 years' appropriate experience as a Medical Sub-Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Haematology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Sub-Specialist in Haematology after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Sub-Specialist in Haematology. Competencies (knowledge/skills): Experience in palliative care approaches for haematology patients. Good communication skills and interpersonal skills. Ability to lead multidisciplinary teams and provide collaborative patient care. Ability to handle conflict and work under pressure in a fast-paced

clinical environment. Expertise in diagnosing and managing haematological disorders (benign and malignant). Proficiency in bone marrow aspiration, biopsy procedures, and interpretation and experience in chemotherapy administration and management of related complications. Knowledge of stem cell transplantation, cellular therapies, relevant clinical guidelines and best practices in haematology. Competence in managing haemostasis and thrombosis disorders. Familiarity with transfusion medicine and patient blood management principles. Strong clinical decision-making and problem-solving skills. Engagement in clinical research and contribution to academic publications.

**DUTIES** : Provide expert consultation, diagnosis, and management for a wide range of haematological conditions, including complex cases referred from secondary-level institutions. Supervise and train medical students, registrars, and fellows in haematology, contributing to their academic and clinical development. Participate in multidisciplinary team meetings to develop comprehensive care plans for patients. Perform bone marrow biopsies, aspirates, and other specialized haematological procedures. Oversee transfusion services, including blood product utilization, patient blood management, and transfusion safety. Conduct and contribute to clinical and translational research, securing funding and publishing findings in peer-reviewed journals. Develop and implement programs to enhance clinical services, including stem cell transplantation, cellular therapy, and advanced therapeutics. Lead quality assurance and patient safety initiatives within the haematology division. Provide strategic leadership for the haematology unit, including resource management, service planning, and team mentorship. Engage in outreach activities to improve access to haematological care and foster collaborations with other institutions. Ensure compliance with ethical, regulatory, and institutional standards in clinical practice and research. Integrate palliative care principles for patients with advanced haematological diseases. Leverage technology to enhance patient care, data management, and education initiatives.

**ENQUIRIES** : Prof V Louw Tel No: (021) 404 3080 or [vernon.louw@uct.ac.za](mailto:vernon.louw@uct.ac.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for this post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).’ The pool of applicants will be considered for other similar posts within Groote Schuur Hospital, for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/219** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (INTERNAL MEDICINE: GENERAL)**  
(1-Year Contract)

**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  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Internal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Internal Medicine. **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 Internal Medicine. **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 Internal Medicine. Competencies (knowledge/skills): Clinical Skills required of a General Physician (e.g. Assessment, diagnosis and treatment of outpatients. Communication including report generation, letter writing, consultation in OPD setting).

**DUTIES** : Teaching and Training/Supervision of Junior Staff. Clinical Service provision at Clinic level – acute general medicine, MOPD and consultation services.

**ENQUIRIES** : Prof P Raubenheimer Tel No: (021) 404 6154 or [peter.raubenheimer@uct.ac.za](mailto:peter.raubenheimer@uct.ac.za)  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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**

: 31 January 2025

**POST 02/220**

: **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**  
(Chief Directorate: Rural Health Services)

**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)

**CENTRE REQUIREMENTS**

: Worcester Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid SA driver's license. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all acute and chronic psychiatry cases comprehensively. Proven leadership abilities and experience in supervision of staff and resources. Proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively. Computer literacy.

**DUTIES**

: Ensure an efficient and cost-effective Psychiatry service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). Support to major referral centers in the Drainage area of Worcester hospital by doing outreach and support and improving competencies in the District Health System to manage patients appropriately and impact on wellness in the Geographic area. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.

**ENQUIRIES APPLICATIONS**

: Dr C Verster Tel No: (023) 348 6475  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

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

: 31 January 2025

**POST 02/221**

: **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRICS)**  
(Chief Directorate: Rural Health Services)

**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). (It will be expected of the successful candidate to participate in a system of remunerated Commuted Overtime).

**CENTRE REQUIREMENTS**

: George Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration as Medical Specialist in Paediatrics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Inherent requirements of the job: Commuted Overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's licence as well as willingness and ability to travel. Ability to do first on call coverage as and when the need arises.

Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Paediatric related illnesses. 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 and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Relevant statutory framework competencies including Healthcare 2030, Best Practice Criteria, National Core Standard, EDL, Standard Treatment Guidelines. Sound knowledge, skill and experience in General Paediatrics and Neonatology. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in academic under-and post-graduate paediatric training program. Good working ethics with children and be an advocate for children's rights. Support and outreach to district hospitals as necessary. Neonatal expertise would be a strong asset. APLS/PALS course done.

**DUTIES** : Render a quality, efficient and cost-effective Paediatric service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Clinical service delivery in Neonatology and Paediatrics in the Rural East Ecosystem. Ensure the rotational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, medical interns, Community service doctors, medical officers, nursing and staff in District Hospitals. Partake in Outreach and Support services, as needed, to the Rural East Ecosystem. Partake and organize clinical and demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary and district level. Do appropriate clinical audits and research on neonatology and paediatrics within the department to stay abreast of clinical development and demands. Adhere to all requirements for all HR matters.

**ENQUIRIES APPLICATIONS** : Dr WJJ Breytenbach Tel No: (044) 802-4390  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). 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** : 31 January 2025

**POST 02/222** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL) (PAEDIATRICS, NEONATOLOGY AND OBSTETRICS AND GYNAECOLOGY)**

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

**CENTRE REQUIREMENTS** : Tygerberg Hospital  
: Minimum educational qualification: Basic R425 qualification (i.e Degree/ diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 requirement 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](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 31 January 2025

<b><u>POST 02/223</u></b>	:	<b><u>DEPUTY DIRECTOR: ORGANISATION DYNAMICS AND REMUNERATION</u></b> Directorate: People Management Planning and Practices
<b><u>SALARY</u></b>	:	R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town Minimum educational qualification: An appropriate National Diploma (NQF 6) / Degree. Experience: Appropriate (3 -5 years) middle management experience (supervisory and management functions at an ASD level). Extensive work experience (6-10 years) in organisation development/ design, job evaluation, establishment administration and compensation management. Inherent requirements of the job: A valid Code B/EB driver's licence. Training and proficiency in PERSAL. Competencies (Knowledge/skills): Behavioural: Analysing; Leading and Supervising, Persuading, and influencing, Planning and Organising; Deciding and Initiating Action, Working with People Delivery Results and Meeting Customer Expectations, Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability, Person-Centred; Authenticity, Being of Service, Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills; Conflict and Change Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM practices and OD (such as compensation management; grade progression; OSD, OD and Job Evaluation), Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000. Job Purpose: To render an organisation transformation service by co-ordinating OD interventions, establishment administration and compensation management.
<b><u>DUTIES</u></b>	:	Oversee and manage organisation development interventions and job evaluations. Drive departmental OD re-alignment projects to support the transformation agenda of the Department (such as MEAP and MDP). Manage ODI and JE investigations for the Department. Monitor OD and JE registers and provide progress reporting. Manage and deliver on key OD improvement projects such as WISN, HRIS, Job Description Refresh, Job Titles classifications and OFA. Develop and maintain systems and guidelines to improve on OD and JE services. Manage the Organisation and Establishment Administration function. Perform Establishment Control function. Co-ordinate the implementation of OD and JE reports; Ensure new/ amended posts and organisational structure changes are correctly updated in Org Design system (OrgPlus/ Visio) and in PERSAL. Manage staff movement and constant updating of the establishment on PERSAL. Manage the Approved Post List (APL) in collaboration with Finance in terms of filled and vacant posts (HF2 process). Perform regular audits/ investigations and reconciling the approved organisational structure with the establishment on PERSAL. Management and advisory of Compensation: Manage investigations on compensation management enquiries/ cases (such Occupation-Specific Dispensations) and advise in accordance with prescripts. Provide expert advisory and input on transversal changes affecting compensation management practices. Implement changes to the compensation management practices as per national and provincial policy directives (e.g. Cost of Living Adjustments). Manage and maintain an accessible repository of updated compensation-related prescripts, policies, directives and collective agreements. Provide PERSAL Helpdesk services: Manage PERSAL access control (create profiles) and monitor all users transactions, active and in-active profiles. Ensure system enhancement and data integrity (audits and verifications Provide user-support training, compile and maintain user-friendly manuals. Participate in new system development initiatives linked to PERSAL. People Management. Financial Management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Shade Tel No: (021) 483-3717 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/224</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stellenbosch Sub-district Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: <b>Grade 1:</b> None after registration as 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. Willingness to travel between facilities and provide relief as pharmacist in all facilities in Stellenbosch sub-district as well as in Stellenbosch Hospital. 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. Appropriate knowledge of National and Provincial Health Policies, Medicines Act 101 of 1965, the Pharmacy Act 53 of 1974 and Public Finance Management Act. Appropriate clinical and pharmaceutical knowledge. Innovative analytical thinking and the ability to initiate, co-ordinate, manage and sustain programs.

**DUTIES**

: Pharmaceutical service delivery including improving continuity of care within the Rural West 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, attendance of sub district PTC meetings, antibiotic stewardship and pharmacovigilance. Assist with corporate governance functions including financial control, implementation and evaluation of budgetary control measures, human resource management and development and information management. Ensure compliance with policy and legislative requirements and Good Pharmacy Practice Guidelines. Assist with the management of the Chronic Dispensing Unit (CDU) and Private Provider processes.

**ENQUIRIES APPLICATIONS**

: Mr C Williams Tel No: (023) 348 8131  
 : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Stellenbosch Sub District for a period of 3 months from date of advert. 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**

: 31 January 2025

**POST 02/225**

: **MEDICAL PHYSICIST GRADE 1 TO 3**

**SALARY**

: Grade 1: R769 347 per annum  
 Grade 2: R868 662 per annum  
 Grade 3: R990 945 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: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Physicist. **Grade 2:** 8 Years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 Years appropriate experience after registration with the HPCSA as a Medical Physicist. Inherent requirements of the job: Willingness to work after hours and overtime. Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy medical physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Ability to work under pressure and meet deadlines. Potential to develop management skills.

**DUTIES**

: Responsibility for the management of the dosimetry, quality assurance and radiation protection functions of Medical Physics in the Division of Radiation Oncology. Active participation in the routine execution of clinically related medical physics tasks. Ensure compliance with regulatory requirements Assistance with equipment tender preparation, evaluation and commissioning.

Assistance with the lecturing in the teaching and training programme of the Medical Physics Department. Active participation and assistance with the management of the research and development programme of the Medical Physics Department.

**ENQUIRIES** : Mr C Trauernicht Tel No: (021) 938-6027, E-mail: cjt@sun.ac.za  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for the post. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration as Medical Physicist with the relevant council (this includes individuals who must apply for change in registration status).  
**CLOSING DATE** : 31 January 2025

**POST 02/226** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (FEMALE AND CHILDREN'S WARD)**  
Cape Winelands Health District

**SALARY** : R520 560 per annum  
**CENTRE** : Stellenbosch 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team. Good organizational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Planning, manage, co-ordinate and maintain an optimal, Nursing Services as an Operational Manager in a general ward. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the units. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms RZ de Silva Tel No: (021) 808-6103  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 31 January 2025

**POST 02/227** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
Garden Route District

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
(Plus, an 8% non-pensionable rural allowance of your annum basic salary).

**CENTRE** : Dysseidsorp CDC, Oudtshoorn & Kannaland Sub-districts  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

**DUTIES** : Assist with the Management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit

reports on or before time. Assist with Management of human resources under supervision. Assist with Financial, SCM, Strategy and Health Support, Infrastructure and Equipment Management.

**ENQUIRIES** : Ms NC Jackson Tel No: (044) 203 - 7205  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.  
**CLOSING DATE** : 31 January 2025

**POST 02/228** : **OFFICE MANAGER (OFFICE OF THE CHIEF EXECUTIVE OFFICER)**

**SALARY** : R444 036 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma or Degree (or equivalent). Experience: Appropriate experience in rendering administrative or executive support services to senior management. Inherent requirement of the job: Valid Driver's licence. Competencies (knowledge/skills): Advanced computer skills. Good interpersonal skills. Ability to work under pressure and to meet deadlines. Ability to work independently but collaboratively with various stakeholders within and outside the hospital.

**DUTIES** : Manage the office of the Chief Executive Officer (CEO). Render administrative support and secretariat services to the CEO's office. Taking minutes of the CEO's meetings. Serve as liaison and interface between the CEO's Office and the staff and other stakeholders. Manage the budget and assets allocated to the Office of the CEO Keep abreast of relevant prescripts/policies and procedures applicable to effectively support the CEO.

**ENQUIRIES** : Dr MA Mukosi Tel No: (021) 938 4136  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Candidates may be subjected to a practical assessment. No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 31 January 2025

**POST 02/229** : **ASSISTANT DIRECTOR: FINANCE**  
Cape Winelands District

**SALARY** : R444 036 per annum  
**CENTRE** : Stellenbosch Hospital, Stellenbosch Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or degree. Experience: Appropriate experience in all aspects of supply chain and financial management. Appropriate management and supervisory experience. Appropriate LOGIS and BAS experience. Inherent requirements of the job: Valid Driver's license. Willingness to work after-hours as required. Competencies (knowledge/skills): Advanced computer skills including Microsoft office packages and BAS and LOGIS. Sound knowledge of finance and supply chain policies, procedures, audit compliance prescripts, PFMA and treasury regulations. Practical workable knowledge of LOGIS, BAS, AR and Clinicom and strong managerial and supervisory skills. Ability to work under pressure and to carry responsibility for a component that includes a 24/7 service component. Ability to work in a team and excellent communication skills (verbal and written).

**DUTIES** : Effectively manage supply chain, revenue, expenditure, patient administration and information management components of the Stellenbosch sub-district that includes Stellenbosch Hospital and clinics. Achieve this by developing and maintaining proper systems to enhance efficiency and compliance. Effective leadership and management of staff including capacity development. Support management of the sub-district. Support the Health Facility Board.

**ENQUIRIES** : Dr ND Blanckenberg Tel No: (021) 808-6100  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and competency assessment. The pool of applicants will be considered for similar vacant posts within Stellenbosch Hospital for a period of 3 months from date of advert.  
**CLOSING DATE** : 31 January 2025

**POST 02/230** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT COMPLIANCE**  
Chief Directorate: Information Management (Knowledge Management)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate three-year National Diploma/Degree. Experience: Appropriate knowledge and experience in Health Information Management and Data



Governance. Inherent requirement of the job: Valid driver's licence (Code B) and ability to drive a light motor vehicle on a public road. Willingness to travel and overnight within the Western Cape when required. Competencies (knowledge/skills): Highly developed understanding and knowledge of data and information management, data governance and related policies, processes and standard operating procedures. Advanced computer literacy especially in MS Office with good numerical and analytical skills to support compilation, interpretation and analysis of data. Knowledge of the information systems utilised by the WCDHW e.g. Sinjani, DHIS, Clinicom, PHCIS, Ideal Facility, Business Intelligence, SPV, TIER.net, EDR.web. Excellent self-management and people skills together with communication, training and report writing skills.

**DUTIES** : Identification of data quality and audit risks and subsequent prioritisation. Plan, coordinate and conduct assessments/audits to provide assurance on data quality and compliance with provincial and national policy and standard operating procedures. Conduct root cause analysis of findings and develop, implement and monitor remedial action plans and corrective measures, including coordinating and conducting relevant training. Develop, generate and communicate findings and performance and progress reports for management and stakeholders. Support internal and external audit processes by preparing the facilities and liaising with the auditor. Assist with appropriate assessment tool development.

**ENQUIRIES APPLICATIONS** : Ms R Diedericks at (067) 026-1515  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**POST 02/231** : **EMS STATION MANAGER GRADE 3 TO 6**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R376 596 per annum  
Grade 4: R455 079 per annum  
Grade 5: R532 815 per annum  
Grade 6: R591 741 per annum

**CENTRE REQUIREMENTS** : Emergency Medical Services, George  
: Minimum educational qualifications: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP).  
Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP).  
Inherent requirements of the job: Current registration as an AEA, ECT, Paramedic or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Report writing skills. Good communication and interpersonal skills.

**DUTIES** : Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES APPLICATIONS** : Mr J Jansen (District Manager – Garden Route) Tel No: (044) 802-2500  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 31 January 2025

<b><u>POST 02/232</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town (Bellville Health Park, Bellville)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial management environment. Appropriate experience in Management accounting. Inherent requirement of the job: Valid Code EB/B driver's licence. Ability to analyse information and work with financial information. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations.
<b><u>DUTIES</u></b>	:	Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g., Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g., BAS). Extensive experience in extracting information/reports from systems (e.g., BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.
<b><u>ENQUIRIES</u></b>	:	Mr E Pennings Tel No: (021) 815-8604
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/233</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER (EMPLOYEE HEALTH AND WELLNESS)</u></b> Chief Directorate: People Management, Employee Health and Wellness, Diversity and Disability
<b><u>SALARY</u></b>	:	R376 413 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science or Industrial Psychology or Public Administration. Experience: Appropriate experience in Employee Health and Wellness. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Understanding of Employee Health and Wellness Framework for the Public Service. Research, conceptualisation, and analytical skills. Creativity, self-motivation, and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently without supervision.
<b><u>DUTIES</u></b>	:	Provide input into policy development and facilitate the implementation of policy as per DPSA Employee Health and Wellness Strategic Framework. Administer Contract Management and Service Level Agreement (SLA) in the Health and Wellness Focus Areas. Administer and Implement projects and programmes that promote Health and Wellness strategies within budgetary guidelines. Facilitate the Training Requisition applications Provide professional advice to management on issues impacting Employee Wellness Management referrals. Provide administrative support to Provincial EHWP committees. Implementation of mental health programmes for employees including education and awareness on stress management, coping and resilience. Provide technical support concerning the development and review of strategies policies and operational plans. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases. Conduct trend and statistical analysis to determine challenges, problem trends and best practices relating to the health and productivity of employees. Assist with the development of monitoring and evaluation tools for the implementation of an M&E framework.
<b><u>ENQUIRIES</u></b>	:	Ms J Andrews Tel No: (021) 483-5644
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind will be required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	31 January 2024
<b><u>POST 02/234</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE</u></b> Chief Directorate: Emergency Clinical and Services Support
<b><u>SALARY</u></b>	:	R308 154 per annum
<b><u>CENTRE</u></b>	:	Cape Medical Depot

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate BAS experience. Appropriate LOGIS experience. Appropriate Finance experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, National Treasury Instructions, Provincial Treasury directives, financial delegations and instructions. Computer literacy (Windows, MS Word, MS Excel, BAS and Logis). Ability to be systematic and analytical. Good organizing and numeric skills. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic.
- DUTIES** : Authorize payments on BAS, MEDSAS and Logis. Capturing, prepping and manually verifying of payments. Knowledge of QC meetings, and Various Logis reporting (SCM9, 30 days etc.). Assist in the preparation of the AFS and in co-ordination of all audit queries. Deal with supplier queries MEDSAS and Logis, do reconciliation of accounts. Supervision and on-going training of sub-ordinates. Handling of routine administrative enquiries and correspondence.
- ENQUIRIES** : Ms. C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates will be required to do a practical test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 31 January 2025
- POST 02/235** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**  
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum
- CENTRE** : Inzame Zabantu Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in support services. Inherent requirements of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Knowledge and understanding and experience in LOGIS as well as knowledge and experience of budgetary aspects. Knowledge of Supply Chain Management, Procurement policy of the Department and personnel procedures. Computer literacy (MS Word and Excel).
- DUTIES** : Manage the allocated budget, assist with expenditure, administration and revenue management. Manage the Supply Chain section and the assets of the facility including contract management and fleet management. Personnel and Labour relations management. Manage the support to Facility Manager and Community Day Centre. Render assistance to Facility Management. Human Resources control and management.
- ENQUIRIES** : Ms N Bizo Tel No: (021) 830-6944
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes of these checks, which include security clearance, qualification verification, criminal records and previous employment.
- CLOSING DATE** : 31 January 2025
- POST 02/236** : **ADMINISTRATIVE OFFICER: FINANCE**  
Chief Directorate: Emergency Clinical and Services Support
- SALARY** : R308 154 per annum
- CENTRE** : Directorate: Medicine Management, Laboratory and Blood Services Support
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate BAS experience. Appropriate LOGIS experience. Appropriate Finance experience. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, National Treasury Instructions, Provincial Treasury directives, financial delegations and instructions. Computer literacy (Windows, MS Word, MS Excel, BAS and Logis). Ability to be systematic and analytical. Good organizing and numeric skills. Ability to comply with applicable legislation. Ability to work accurately under pressure and maintain a high work ethic. Knowledge of QC meetings, and Various Logis reporting (SCM9, 30 days etc.).
- DUTIES** : Authorize payments on BAS, MEDSAS and Logis. Capturing, prepping and manually verifying of payments. Assist in the preparation of the AFS and in coordination of all audit queries. Deal with supplier queries MEDSAS and Logis do reconciliation of accounts. Supervision and on-going training of sub-ordinates. Handling of routine administrative enquiries and correspondence.
- ENQUIRIES** : Ms C Buthelezi Tel No: (021) 483-8804
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates will be required to do a practical test. No payment of any kind is required when applying for this post
- CLOSING DATE** : 31 January 2025

- POST 02/237** : **EMERGENCY CALL CENTRE SUPERVISOR**  
Chief Directorate: Emergency and Clinical Support Services
- SALARY** : R308 154 per annum  
**CENTRE** : Emergency Medical Services, Cape Winelands Communication Centre (Worcester)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Certificate in Call Centre Management (NQF Level 4). Senior Certificate (or equivalent). Experience: Appropriate experience in the Emergency Call Centre environment. Inherent requirements of the job: Ability to work shifts and overtime, as needed. Competencies (knowledge/skills): Competency in the CAD (CareMonX) system. Good leadership, communication, and interpersonal skills. Good planning, leading, organizing and control abilities. Ability to work well under pressure. Computer Literacy with MS Word, Excel and Powerpoint, Outlook.
- DUTIES** : Efficient, effective, and quality management of Centre staff. Cost Effective Management of allocated overtime needs. Effective Human Resource Management, Training and Development and the management of Labour Relations matters. Supervision and Management of all Administrative Requirements. Effective Communication and Liaison with internal and external clients. Support to colleagues and the Centre Manager.
- ENQUIRIES** : Ms B A Dees Tel No: (023) 346-6032  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : Shortlisted candidates will be expected to undergo a practical assessment. No payment of any kind will be required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/238** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**  
Cape Winelands District
- SALARY** : R308 154 per annum  
**CENTRE** : Cape Winelands District Office  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the key performance areas of the post. Experience: Appropriate experience in a financial environment. Appropriate knowledge of the Basic accounting System (BAS) and Logis. Appropriate knowledge of Assets and Liabilities Suspense Accounts. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act, Treasury Regulations and Instructions. Computer literacy in MS Office (Word, Excel). An aptitude for figures. Good interpersonal skills.
- DUTIES** : Allocation, control, and authorization of Logis and Sundry Payments as well as manage Petty Cash transactions and BAS refund payments. Manage clearance of asset and liability suspense account and IYM reporting. Manage state debt as well as monthly accounts to SATVI and Hospice. Manage all reporting and audit requirements in respect of Finance/Revenue Administration for the sub-district. Authorise/Capture journals on BAS relating to banking procedures and filing of all documents and transactions. Manage all People Management related functions allocated to the post of AO within the Finance sub-component.
- ENQUIRIES** : Mr F Gehring Tel No: (023) 348 1305  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Brewelkloof Hospital for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/239** : **ADMINISTRATIVE OFFICER (BIDS & CONTRACT MANAGEMENT)**  
Chief Directorate: Metro Health Services
- SALARY** : R308 154 per annum  
**CENTRE** : Office of the Chief Directorate: Metro Health Services  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate knowledge and experience in Accounting, Supply Chain Management, Asset Management and Auditing. Appropriate Contract Management and/or Contract Administration experience. Inherent requirements of the job: Valid driver's licence. The successful candidate must be willing to travel in the Region. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations, the Accounting Officer's System of the Department of Health, Electronic Purchasing System (EPS); Preferential Procurement Regulations Knowledge of the bidding process, and Contract Management. Good organising and presentation skills. Ability to work under pressure and meet deadlines. Computer literacy in MS Office. Excellent writing and communication skills. Ability to function individually and as part of a team. Assist with AFS/IFS on Contract Registers.

<b><u>DUTIES</u></b>	:	Co-ordination of the SCM Contract component and Bid Administration. Identify and systematically manage risks including operational and financial risks pertaining contracts. Serve as a member on the MHS Quotation, Specification and Evaluation Committees within the Chief Directorate. Effective co-operation and support to supervisor, colleagues and members of the management team. Manage Supplier and contract performance in the Chief Directorate. Provides advice pre and post bidding phase. Visit Institutions to support with contract administration matters. Legal experience on contract management will be an advantage. Manage Thefts and Losses within the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms T Hendricks Tel No: (021) 815-8718
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/240</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Riversdale CDC, Hessequa Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> 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: Willing to work in all Primary Health Care facilities e.g. Community Day Centers, Clinics, Satellite clinics and on Mobile Clinics. Valid driver's license. Willing to work overtime when needed. Competencies (knowledge/skills): Planning and organisational Skills. Self- discipline and motivation. The ability to function independently under pressure. Good communication skills.
<b><u>DUTIES</u></b>	:	Quality Patient care, managing and delivery of Comprehensive PHC Services: Child Health, Woman Health, HIV/ ARV and Chronic disease management (only within scope of training) Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Ensure quality data management and record keeping. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Delivery of quality nursing care according to Ideal Clinic standards.
<b><u>ENQUIRIES</u></b>	:	Ms E. Braaf Tel No: (028) 713 8644
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Hessequa Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	31 January 2025
<b><u>POST 02/241</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: COPC) (COMMUNITY ORIENTATED PRIMARY CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE</u></b>	:	Dysselsdorp CDC, Oudtshoorn & Kannaland Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent

requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence and willingness to travel. Ability to work in a team across the 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. Computer literate in Microsoft office programs. Verbal and written communication skills.

**DUTIES** : External interface management by planning, delivered 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. Delivered 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. Delivered and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

**ENQUIRIES** : Ms NC Jackson Tel No: (044) 203 - 7205  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 31 January 2025

**POST 02/242** : **EMS LECTURER (PARAMEDIC) GRADE 1 TO 4 (X2 POSTS)**  
Chief Directorate: Emergency and Clinical Support Services

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

**CENTRE** : Emergency Medical Services  
College of Emergency Care

**REQUIREMENTS** : Minimum educational qualification: **Grade 1** Successful completion of the Critical Care Assistant (CCA) qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). **Grade 4:** Successful completion of the Critical Care Assistant (CCA) qualification or a recognised National Diploma that allows registration with the HPCSA as a Paramedic or B-Tech degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 7 years after registration with the HPCSA as a Paramedic. None after registration with the HPCSA as an ECP. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDIP) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid professional driver's permit (PrDP). Physical and mental fitness. Valid code B driver's license. Competencies (knowledge/skills): Proficient computer literacy. Ability to work under pressure in a stressful environment. Excellent verbal and written communication skills. Ability to provide mentorship and coaching. Ability to work in a team in Higher Education.

**DUTIES** : Provide effective and efficient teaching on NQF 5 and above EMC programmes. Ensure Adherence of students to college policies. Perform front-line vehicle duties with students and

other clinical duties. Provide teaching assistance with other Clinical training programmes where required.

**ENQUIRIES** : Mr C Mabakela Tel No: (021) 983-6270  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Candidates are subjects to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Successful candidates are expected to obtain Code C1 driver's license within six months after appointment. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.  
**CLOSING DATE** : 31 January 2025

**POST 02/243** : **ADMINISTRATION CLERK: PEOPLE MANAGEMENT (PAYROLL AND SERVICE BENEFITS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management Administration and PERSAL. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Good written and verbal communication skills. Knowledge of the People Management prescripts in the Public Service.

**DUTIES** : Perform all administrative duties and PERSAL functions pertaining to personnel administration, e.g. appointments, service terminations, transfers, salary administration, leave, injury on duty, distribution of payslips, debt management. Auditing and filling of personnel data and leave records. Administer probation reviews on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

**ENQUIRIES** : Mr A Samuels Tel No: (021) 404 2204  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.  
**CLOSING DATE** : 31 January 2025

**POST 02/244** : **ADMINISTRATION CLERK: DISABILITY MANAGEMENT**  
Chief Directorate: People Management  
Sub Directorate: Employee Health and Wellness, Diversity and Disability

**SALARY** : R216 417 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: Ability to travel throughout the province. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Email). Planning and organising skills. Innovative problem-solving skills. Interpersonal skills. Numeracy skills. Analytical skills.

**DUTIES** : Organising meeting and event logistics (venues, transport, catering, and materials). Managing office supplies and maintaining filing systems (physical and electronic). Administering leave registers and assisting with operational planning. Conduct research, compile data, and prepare reports, articles, and documents related to the component's activities. Setting up agendas, taking minutes, and distributing them to stakeholders. Assisting with marketing and promotional activities and arranging and dismantling exhibition equipment for programmes and events. Handling petty cash, processing travel claims, and procuring goods/services. Administering telephone accounts and claim submissions. Handle correspondence, inquiries, and stakeholder engagement to ensure effective communication and timely resolution of issues. Support the operationalisation and implementation of disability-related programmes, strategies, and projects.

**ENQUIRIES** : Ms W Herabai Tel No: (021) 483-5676  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : A practical exercise will be part of the assessment. No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 31 January 2025

**POST 02/245** : **ADMINISTRATION CLERK: LABOUR RELATIONS**

**SALARY** : R216 417 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley

- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a Labour Relations environment. Competencies (knowledge/skills): Good communication skills. Computer literate (MS Office package, e-mail and internet). Ability to function under stressful environment and cope with heavy workload. Ability to function as a team player, with or without supervision. Ability to interpret and apply policies. Knowledge of the Legislative framework.
- DUTIES** : General secretarial and administrative duties including typing, filing, answering of telephone and labour relations enquiries. Effective assistance with Co-ordination of meetings. Effective assistance with the co-ordination of training. Facilitation of disciplinary hearings. Optimal administration of Labour Relations records, statistics and in-service training.
- ENQUIRIES** : Ms F Arendse Tel No: (021) 938-5177
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates may be subjected to a practical test. No payment of any kind is required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/246** : **ADMINISTRATION CLERK: RADIOGRAPHY**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook). Strong sense of confidentiality. Excellent communication skills (telephonic, written and verbal). Knowledge and experience of Hospital Information Systems (Clinicom), PACS (Picture Archiving and Communication Systems) and RIS (Radiology Information Systems) workflow.
- DUTIES** : Welcome, receive patients and handle enquiries. Register patients via electronic orders. Schedule and manage appointments on RIS and Clinicom. Digitise patient studies. Maintain code of ethics and core values to ensure effective interpersonal communication. Provide cross cover for all departmental administrative functions. Willingness to work overtime when required.
- ENQUIRIES** : Ms N Behardien-Peters Tel No: (021) 404-4187
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 31 January 2025
- POST 02/247** : **ADMINISTRATION CLERK: ADMISSIONS (FEES DEPARTMENT) (PATIENT ADMINISTRATION: IN AND OUTPATIENTS)**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post.-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. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. The ability to accept responsibility, accountability and work independently. Ability to work under pressure. Strong sense of confidentiality. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, HIS Clinicom and Finance Instructions.
- DUTIES** : Reception tasks. Responsible for handling and receiving of public money. Cash collection and banking state money. ICD10 Coding. Clinicom, Billing and other PGWC system computer duties. Attending to patient queries (verbal and written). Admission, transfer and discharge of patients as per PGWC Hospital Fees policies and procedures. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures. In-patient and out-patient administration functions according to PWGC policies and procedures. Covering for colleagues in areas.
- ENQUIRIES** : Mr MD Windvogel Tel No: (021) 404-3008
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to attend a practical test.
- CLOSING DATE** : 31 January 2025
- POST 02/248** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES)**
- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post.



Experience: Appropriate experience in Supply Chain Management and Stores Environment. Competencies (knowledge/skills): Knowledge of/ skills in SYSPRO Inventory Management System. Good organisational skills. Good interpersonal and communication skills.

**DUTIES** : Ensure the effective running of the store. Verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

**ENQUIRIES** : Ms L De Jongh Tel No: (021) 404-5057

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

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

**CLOSING DATE** : 31 January 2025

**POST 02/249** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Metro Health Services

**SALARY** : R216 417 per annum

**CENTRE** : Southern Western Sub-structure

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in rendering a support service, office administration experience. Inherent requirements of the job: Relief and other related duties. Valid driver's license. Competencies (knowledge/skills): Good communication Language, minute-taking skills and typing of meeting minutes from different sources. Knowledge of office administration practices. Computer literacy (MS Word, Excel, PowerPoint and e-mail) and typing proficiency. Good planning and organizational skills, including office management.

**DUTIES** : Effectively provide typing and secretarial support service, office management and reception function, answer telephonic queries and deliver messages. Support to the Transport officer. Provide support to manager regarding meetings and managing of the meeting calendar. Type documents, reports, correspondence, photocopy, e-mail and fax relevant documents. Assist with minute-taking. Manage transport schedules between facilities daily. Effectively manage and checking GG vehicles offsite. Assist with ordering of stationery and equipment. Provide an effective registry service.

**ENQUIRIES** : Mr D Jansen Tel No: (021) 202-0921

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

**NOTE** : Short-listed candidates may be subjected to a practical assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administrative Clerk: Support within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/250** : **ADMINISTRATION CLERK: SUPPORT**  
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 general office administration and management. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer proficiency in MS Word, Excel and MS Office. Ability to think analytically and logically and ability to work under pressure. Good interpersonal relations, communication and organizational skills. Good human relations.

**DUTIES** : Provide effective and efficient general office administration support to the Deputy Director: Professional Support Service (PPS), Programme managers and Facility on-site support as required. Handling of the diary of the Deputy Director: Professional Support Services in the Khayelitsha/Eastern Sub-Structure. Co-ordinate and organise meetings, agendas, visits, minute taking and compile and typing of quarterly reports. Maintain filing system and coordinating training. Overall logistical Support to the PSS and Procurement of consumables. Support to the Quality Assurance and Information Management programmes. Good financial record keeping. Monitor and follow up on complaints for Khayelitsha/Eastern Sub-structure.

**ENQUIRIES** : Mr R Manesen at (065) 860-9938

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

**NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar posts within the 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** : 31 January 2025

- POST 02/251** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT/FINANCE**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum  
**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance Administrative processes. Inherent requirement of the job: Willingness to work after hours and weekends when required. Competencies (knowledge/skills): Knowledge of LOGIS, EPS, CSD, WCSEB, ESL and BAS Systems. Knowledge of the PFMA, National and Provincial Treasury Regulations. Knowledge of the Accounting Officer's System of the Department of Health including delegations. Computer literacy (MS Word, Excel, PowerPoint). Good communication and interpersonal skills. Ability to function independently as well as in a multi-disciplinary team.
- DUTIES** : Manage acquisition of goods or services. Assist end-users with compilation of specifications. Ensure effective and efficient procurement are done in time, as per approved Budget. Capture requisitions and other documentation of the Supply Chain (LOGIS) system. Communicate and take minutes for the Quotation Committee. Monthly SCM reporting. Capturing and processing of LOGIS and BAS payments on receipt and in compliance to the PFMA, NTR's, PTI's and Departmental Finance Instructions and Circulars. Follow up on outstanding commitments. File all relevant documentation and ensure audit compliance. Handle supplier queries and regular communication with end-users. Provide support to colleagues and supervisors.
- ENQUIRIES** : Mr A Siqungathi Tel No: (021) 834-5828  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/252** : **ADMINISTRATION CLERK: SUPPORT (BRACKENGATE TFC – SUPPORT SERVICES)**  
Chief Directorate: Metro Health Services
- SALARY** : R216 417 per annum  
**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy in MS Word, Excel and PowerPoint. Good typing and organisational skills. Good reading and writing skills.
- DUTIES** : Typing of letters, reports and documentation according to hospital standards. Handle documentation according to the degree of confidentiality. Accurate minute taking. Process and control of statistical information according to database specifications. Maintaining an effective filing system. Effective management and control of stock according to procurement procedures. Manage incoming and outgoing calls as well as messages. Organise and plan events effectively according to a budget and event specifications.
- ENQUIRIES** : Ms S Abrahams Tel No: (021) 834-5826  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a written/practical and oral assessment. No payment of any kind is required to apply for this post. The pool of applicants will be considered for similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/253** : **LINEN SUPERVISOR**
- SALARY** : R183 279 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience in a Hospital Linen Bank. Inherent requirements of the job: Willingness to work overtime on weekends and on Public Holidays. Competencies (knowledge/skills): Ability to work under pressure and perform physically demanding tasks. Ability to achieve and maintaining good interpersonal relations with staff and the service provider. Good numerical skills. Knowledge of and the ability to interpret the Western Cape Linen Management Policy.
- DUTIES** : Ensure effective and efficient processing of linen within the Hospital. Effective quality control of the outsourced laundering and supervision of the internal linen services. Effective and efficient management of all linen records, data, and information and ensure communication regarding operational aspects. Perform pre-condemning of linen and report irregularities to the principal supervisor. To provide and effective support to the Principal Linen Supervisor wrt HR related

function, assist with general administrations tasks and perform relief duties within the hospital linen management setup.

**ENQUIRIES** : Mr P Gudwana Tel No: (021) 404-5315  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 31 January 2025

**POST 02/254** : **ARTISAN ASSISTANT (X2 POSTS)**  
Cape Winelands District

**SALARY** : R183 279 per annum  
**CENTRE** : Drakenstein PHC  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in building, air-conditioning, refrigeration, plumbing, painting, electrical, carpentry, maintenance and repairs. Appropriate experience in workshop related tasks. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do stand-by duties. Willingness to assist in all facilities in the sub-district within the workshop set-up. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to operate industrial machinery and welding tasks. Ability to handle heavy equipment, heights and narrow spaces.

**DUTIES** : Assist with the execution of engineering/projects/repairs and internal maintenance in regard of plumbing, carpentry, electrical, glazing and building works. Maintain, repair and cleaning of drains on a regular basis. Maintain and repair general kitchen and laundry equipment. Strict adherence to the Occupational Health and Safety Act. Assist Artisans in the performance of their duties. Control over tools, equipment and material.

**ENQUIRIES** : Mr S Adams Tel No: (021) 877-6400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test as part of the interview process. The pool of applicants will be considered for similar vacant posts within Drakenstein Sub District for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

**POST 02/255** : **TELECOM OPERATOR (X3 POSTS)**

**SALARY** : R183 279 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std. 7). Experience: Appropriate experience in operating a high-volume switchboard in a hospital environment, including messaging and paging systems. Inherent requirements of the job: Shift work, including night shifts, weekends, and public holidays. Ability to work overtime when required by operational needs. Physically capable of hearing and speaking clearly. Competencies (knowledge/skills): Ability to communicate effectively (both verbal and written). Strong interpersonal skills. Excellent telephone etiquette. Proficiency in computer literacy (MS Office: Word and Excel). Experience in operating electronic switchboards and paging systems. Knowledge of handling alarm systems related to switchboard operations.

**DUTIES** : Telecommunication. Efficient performance of duties, including paging, handling, and answering calls. Maintain the internal telephone directory. Report all faults and technical issues to the supervisor. Ensure that the switchboard and telephone equipment are in working order. Provide secretarial, clerical, and administrative support to the supervisor.

**ENQUIRIES** : Ms M February Tel No: (021) 938-5295  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 31 January 2025

**POST 02/256** : **SOCIAL AUXILIARY WORKER GRADE 1 TO 3 (BRACKENGATE TCF SOCIAL WORK)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R182 913 per annum  
Grade 2: R215 442 per annum  
Grade 3: R255 933 per annum

**CENTRE** : Brackengate Transitional Care Facility  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the SACSSP as Social Auxiliary Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary

Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Knowledge and experience of the various aspects of social work services across platform. Skills and knowledge of psycho-social assessment, and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills. Working well in a team within health facilities wellness hubs and communities. Computer Literacy.

**DUTIES** : Undertake psychosocial assessments, appropriate community referrals, care plans for patients. Counselling patients and families across service platform, health care facilities and communities and undertake patient follow up. Maintain all administration functions on work undertaken as well as wellness services, management, and support. Provide appropriate follow up to Multidisciplinary team. Undertake training as required. Facilitate health education programmes and work groups.

**ENQUIRIES APPLICATIONS** : Ms S Abrahams Tel No: (021) 834-5826  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 31 January 2024

**POST 02/257** : **NURSING ASSISTANT GRADE 1 TO 3**  
Cape Winelands District

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R277 070 per annum

**CENTRE REQUIREMENTS** : Brewelskloof Hospital, Breede Valley Sub-district  
: Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None **Grade 2:** A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. 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 in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.

**DUTIES** : Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.

**ENQUIRIES APPLICATIONS** : Mr NL Mahashe Tel No: (023) 348 -1311  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. 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 Brewelskloof Hospital for a period of 3 months from date of advert.

**CLOSING DATE** : 31 January 2025

- POST 02/258** : **SECURITY OFFICER**
- SALARY** : R155 148 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA as a Grade C. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hour basis. The successful incumbent must be willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Good communication skills. Computer literacy (Ms Office). Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.
- DUTIES** : Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence – off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Perform regular inspections and ensure overall compliance with regards contract management.
- ENQUIRIES** : Mr V.P. September Tel No: (021) 938-6077  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : Candidates may also be required to undergo competency assessments/ practical tests. No payment of any kind is required when applying for the post.
- CLOSING DATE** : 31 January 2025
- POST 02/259** : **STERILIZATION OPERATOR PRODUCTION**  
 West Coast District
- SALARY** : R155 148 per annum  
**CENTRE** : Vredendal Hospital, Matzikama Sub-district  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a health-related environment. Inherent requirements of the job: Basic literacy, both written and verbal. Willingness to work shifts, including weekends and public holidays and overtime when necessary. Physically fit to lift heavy objects, push trolleys and stay on feet for long hours. Competencies (knowledge/skills): Good interpersonal relations skills and ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilization.
- DUTIES** : Render effective, efficient and safe hygiene services in the theatre environment. Ensure the availability of adequate sterilized instruments, packages and linen for the service areas. Function and working apparatus and equipment.
- ENQUIRIES** : Mr LK Wagenaar Tel No:(027) 213-2039  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- CLOSING DATE** : 31 January 2024
- POST 02/260** : **HOUSEHOLD AID**  
 West Coast District
- SALARY** : R131 265 per annum  
**CENTRE** : Clanwilliam 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).
- DUTIES** : Renders effective, efficient and safe hygiene and domestic services in and Hospital environment. Renders support services to Household Supervisor. • Contribute to effective management of domestic responsibilities. Contributes to effective utilization and functioning of apparatus and equipment. Adheres to loyal service ethics.
- ENQUIRIES** : Mr N Goeieman Tel No: (027) 482-2166  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- CLOSING DATE** : 31 January 2025
- POST 02/261** : **DRIVER (LIGHT DUTY VEHICLE)**  
 Cape Winelands District
- SALARY** : R131 265 per annum

- CENTRE REQUIREMENTS** : Ceres Hospital, Witzenburg Sub-district  
: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.
- DUTIES** : Daily transporting of official passengers, post, packages, chronic medication, goods, equipment, and heavy laundry bags as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.
- ENQUIRIES APPLICATIONS** : Mr. WJ Owen Tel No: (023) 316-9600  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Ceres Hospital for a period of 3 months from date of advert."
- CLOSING DATE** : 31 January 2025
- POST 02/262** : **GENERAL WORKER STORES (SUPPLY CHAIN MANAGEMENT)**  
(Chief Directorate: Rural Health Services)
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum  
: George Regional Hospital  
: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Must be physically fit and healthy to lift heavy items. Competencies (knowledge/skills): Good communications, interpersonal skills and able to work under pressure. Ability to work independently and in a team.
- DUTIES** : Deliver stock to wards and other departments. Ensure issue vouchers are returned to the warehouse to capture and file. Assist clerk with the receipt, pack, unpack and storage according to the standards. Assist SCM staff with stock take, general office duties and keep warehouse clean, neat, and tidy to comply with safety regulations. Provide support to the supervisor and assist within the Supply Chain Component.
- ENQUIRIES APPLICATIONS** : Ms MD Erasmus Tel No: (044) 802-4560  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical. 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** : 31 January 2025
- POST 02/263** : **MEDICAL SPECIALIST GRADE 1 TO 3: FAMILY MEDICINE (SESSIONAL)**  
Cape Winelands Health District
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Breede Valley PHC Support and Outreach  
: Minimum educational qualifications: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Family Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Family Medicine. **Grade 2:** A minimum of 5 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Family Medicine. **Grade 3:** A minimum of 10 years appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Family Medicine. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of the Health Care 2030. Excellent administrative and research skills and computer literacy (Ms Office: Word, PowerPoint and Excel). Clinical competencies (District Hospital package of care and PHC services).
- DUTIES** : The successful candidate will report to the Manager: Medical Services of the respective Sub-District. Be part of the Sub-District Health Services management team and support management in the planning and governance of clinical services in the Sub-district. Provide a comprehensive Acute and Primary Health Care (PHC) package of care to patients, with a person-centered approach, on the DHS platform, (including emergency care, ward rounds, OPD, outreaches to PHC facilities, theatre work, Obstetrics, in order to ensure efficient delivery of the core package of services at a District Hospital and PHC facilities. Develop, maintain and monitor protocols for proper clinical governance of the PHC services in the Sub-District, following a life course approach and Supervision and Line Management of Medical Officers, including the maintenance

of competence of medical practitioners for the Sub District and initiate, supervise and conduct research appropriate to the needs of the Sub District and responsible for the training and learning of health staff and medical students. Implement a Chronic Disease Management system including protocols and standards for qualitative care for patients with chronic illnesses including non-communicable diseases, mental health illnesses and HIV + patients on ART in the Sub-District. Conduct clinical audits, appropriate to the needs of the Sub District and liaise with specialists at the referral hospital to implement the Outreach and support policy of the Department.

- ENQUIRIES APPLICATIONS** : Ms. M Bester Tel No: (023) 348-8118
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within Breede Valley Sub District for a period of 3 months from date of advert.
- CLOSING DATE** : 31 January 2025
- POST 02/264** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (ANAESTHESIOLOGY) (SESSIONAL) (DAYSHIFT AND AFTERHOURS)**  
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour
- CENTRE REQUIREMENTS** : Victoria Hospital
- CENTRE REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. **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 Anaesthesiology. **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 Anaesthesiology. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Appropriate anaesthesia experience having completed specialist training. Ability to work in a team and with all levels of staff. Interest in developing an academic career.
- DUTIES** : To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria Hospital. This would include the following roles. Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients from ASA1-5 Supervising junior MOs and interns. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research. Hours: Sessionist specialist anaesthesia consultant post comprising of 18 hours a week. This will include day shifts and after hour shifts.
- ENQUIRIES APPLICATIONS** : Dr Z Fullerton Tel No: (021) 799-1170, email: [zahnne.fullerton@westerncape.gov.za](mailto:zahnne.fullerton@westerncape.gov.za)
- ENQUIRIES APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of candidates will be considered for other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months. No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment.
- CLOSING DATE** : 31 January 2025