

<b><u>POST 15/313</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT (LABOUR RELATIONS AND HUMAN RESOURCE DEVELOPMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree in Human Resource Management or Labour Relations. Experience: Appropriate experience in Labour Relations and Human Resource Development in Public Sector. Appropriate experience in PERSAL. Inherent requirements of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and implementation of Labour Relations and Human Resources Development and Training, prescripts and legislation. Ability to analyse data to compile management reports, detailing relevant trend analysis and excellent report writing and presentation skills. Excellent computer skills in MS Office (i.e. Word, Excel and PowerPoint). Ability to work independently.
<b><u>DUTIES</u></b>	:	Interpret Labour Relations and Human Resources Development and Training policies and prescripts and manage/monitor its implementation. Administer grievance and disciplinary cases and maintain a database to generate weekly/monthly reports for labour relations and all training interventions. Assist in the development, implementation and evaluation of a Workplace Skills Plan. Co-ordinate Induction training, and facilitate Workshops and Training as required. Render a service to the Institutional Management and Labour Committee (IMLC) as well as the HRD Training Committee including representing the hospital at all Labour Relations and HRD and Training forums and provide feedback/advice accordingly. Consult and advise Line Managers on all Labour Relations and HRD training policies, procedures and interventions. Responsible for the coordination of the Wellness Interventions at the institution.
<b><u>ENQUIRIES</u></b>	:	Mr A Horak Tel No: (021) 834-5884
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical / written assessment during the interview process. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/314</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the areas of Patient Administration in a health environment (includes Mental Health Care and Waiting List Coordination). Appropriate Case Management experience. Appropriate experience in HIS systems. Appropriate CLINICOM experience. Appropriate Accounts Receivable (AR) experience. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in MS Office. Understanding of patient service delivery. Knowledge of UPFS, ICD-10 Coding, EDI Procedure, Medical Scheme Act 131 of 1998, PFMA of 1999, hospital information systems (e.g., CLINICOM, AR, JAC, BI) and the Mental Health Care Act (No 17 of 2002). Good interpersonal skills and the ability to act independently, objectively, and confidently, work under pressure and adhere to deadlines.
<b><u>DUTIES</u></b>	:	Supervision of staff and liaison with relevant role players in matters relating to the areas of admissions, ward support, mental healthcare and waiting list sections. Improve patient flow and folder administration. Sound communication with respect to updating clinical information for externally funded clients and audit of H2-P invoices. Clear interpretation and implementation of policies, protocols and procedures relating to case management, admissions, ward administration and mental healthcare compliance. Evaluate and Monitor ICD-10 Coding for all hospital patients. Render support to Management and the rest of the hospital.
<b><u>ENQUIRIES</u></b>	:	Ms E van der Westhuizen Tel No: (021) 833-9445
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert
<b><u>CLOSING DATE</u></b>	:	23 May 2025
<b><u>POST 15/315</u></b>	:	<b><u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum

	Grade 2: R463 941 per annum
	Grade 3: R543 099 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	<p>Khayelitsha District Hospital, Khayelitsha/Eastern Sub-Structure Office</p> <p>Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Experience: <b>Grade 1:</b> None after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. One-year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 11 years relevant experience after registration with the Health Professions Council of South Africa as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 3:</b> A Minimum of 20 years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist 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: Willingness to work after hours. Competencies (knowledge/skills): Basic to intermediate therapeutic knowledge and skills in the management of clients. Ability to be flexible and innovative in response to differing client needs and work within the interdisciplinary team. Knowledge and optimal utilization of community resources. Knowledge and correct application of internal and external procedures and prescripts, DOHW ethical codes and HPCSA standards of professional practice. Ability to guide and supervise students. Computer literacy in MS Office.</p>
<b><u>DUTIES</u></b>	<p>Provision of Occupational Therapy services in the specialist field of rehabilitation. Provision of specialised seating and/or mobility assistive devices and/or assistive devices. Clinical management of clients including facilitation of re-integration into the community. Support of Supervisory structures/ persons including resource management and adherence to HR pre-scripts. Participation in training and development including guidance of students.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Dr A Martin Tel No: (021) 360-4336</p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>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 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).</p>
<b><u>CLOSING DATE</u></b>	23 May 2025
<b><u>POST 15/316</u></b>	<p><b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b></p> <p>Directorate: Supply Chain Management, Western Cape Health Warehouse</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	<p>R325 101 per annum</p> <p>Head Office, Cape Town</p> <p>Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and /or Accounting as a passed subject and /or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the full spectrum of Supply Chain Management, with the main focus being on Inventory Management and Warehousing. Appropriate warehouse experience in operations. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Supervisory skills. Knowledge of tools for report generation (MS Word, Excel, and PowerPoint, etc.). Good managerial and supervisory skills Good written and verbal communication skills. Knowledge of PFMA, Finance instructions, Treasury regulations, inventory management procedures, warehouse management and electronic materials management system. Knowledge of SYSPRO/LOGIS/MEDSAS. Knowledge and ability to apply the disciplinary code. Computer literacy in Microsoft Package (MS Word, MS Excel, PowerPoint, MS Outlook) Uphold good warehouse practices.</p>
<b><u>DUTIES</u></b>	<p>Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management. Liaise with Chief users with regards to any queries which may arise. Manage inventory, consumable stock levels and Bi-Annual stock take process. Perform all warehouse management functions to ensure the availability of inventory and consumables.</p>
<b><u>ENQUIRIES APPLICATIONS</u></b>	<p>Mr Y Fisher, email: <a href="mailto:yahn.fisher@westerncape.gov.za">yahn.fisher@westerncape.gov.za</a></p> <p>Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").</p>
<b><u>NOTE</u></b>	<p>No payment of any kind is required when applying for this post.</p>
<b><u>CLOSING DATE</u></b>	23 May 2025