

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

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

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

**OTHER POSTS**

**POST 18/229** : **HEAD OF CLINICAL UNIT (MEDICAL) GRADE 1 (ORTHOPAEDICS)**  
Chief Directorate Rural Health Services

**SALARY** : R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Paarl Hospital

**REQUIREMENTS** : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Orthopaedics. Registration with a Professional Council: Registration with (HPCSA) as a Medical Specialist in Orthopaedics. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. 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): Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care. Appropriate management experience of clinical services as well as overseeing a sizable staff component. Proven record of specialist clinical expertise and clinical governance and improving health outcomes. Appropriate experience in a management role overseeing a sizable staff component. Excellent leadership, managerial, interpersonal, conflict resolution, communication, analytical and problem-solving skills. Good knowledge of public health policies, clinical guidelines, and related prescripts. Good computer literacy.

**DUTIES** : Ensure an efficient and cost-effective Orthopedic service of high quality with a patient centred focus and addressing the Orthopedic burden of disease in the Rural West ecosystem. Ensure all functions to ensure good clinical governance for Orthopedics in Paarl Hospital and supporting the Rural West Ecosystem. Ensure outreach and support to all major referral centres in the Rural West ecosystem and improving competencies in the ecosystem to manage patients appropriately and impact on wellness in the Rural West ecosystem. Perform all corporate functions and assume the duties of the Functional Business Unit (FBU) manager for Orthopedics that includes financial & human resource management, quality assurance, information management and ensuring administrative compliance to Departmental policies. Create a learning environment and ensure clinical teaching and training for staff and students. Ensure that continuous healthcare improvement strategies and plans are implemented towards improving service delivery and health outcomes.

**ENQUIRIES** : Mr S Fourie Tel No: (021) 860-2500 or [Stephanus.Fourie@westerncape.gov.za](mailto:Stephanus.Fourie@westerncape.gov.za)

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

**NOTE** : No payment of any kind is required when applying for the post. 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** 13 June 2025

**POST 18/230** : **SENIOR REGISTRAR (SUB-SPECIALTY) PAEDIATRIC INFECTIOUS DISEASES**  
(24-Month Contract)

**SALARY** : R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Red Cross War Memorial Children's Hospital, University of Cape Town

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics or Pathology (Clinical Microbiology or Virology). Registration with the Professions Council: Registration with the HPCSA as a Medical Specialist in Paediatrics or Pathology (Clinical

Microbiology or Virology). Inherent requirement of the job: FCPaed and/MMed (Paed). A valid driver's licence. Competencies (knowledge/skills): Experience in general paediatrics at postgraduate level. Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise medical students and rotating registrars.

## **DUTIES**

: Clinical Service Delivery: Infectious Diseases and Immunodeficiency clinical care and procedures in the ambulatory service and in-patient setting. Infectious Diseases telephonic consultation. Paediatric Infectious Diseases outreach together with consultant staff members After hours, calls as for senior registrars in the division of paediatric medicine and responsible to the director of the registrar programme. Teaching: Undergraduate students and junior staff. Case presentations and participation in academic meetings. Research: Involvement with clinical reviews, audits, clinical policies and case reports. The post holder is expected to conduct a research project towards producing a Master's thesis and peer review publications. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital and diagnostic laboratories of the National Health Laboratory Services.

## **ENQUIRIES**

: Dr Moegamad Salie Tel No: (021) 658-5430 or Email: Moegamad.Salie@westerncape.gov.za

## **APPLICATIONS**

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

## **NOTE**

: No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".

## **CLOSING DATE**

: 13 June 2025

## **POST 18/231**

: **SENIOR REGISTRAR (SUB-SPECIALTY) DEVELOPMENTAL PAEDIATRICS**  
(24-Month Contract)

## **SALARY**

: R1 341 855 per annum, (A portion of the package can be structured according to the individual's personal needs.)

## **CENTRE**

: Red Cross War Memorial Children's Hospital, University of Cape Town

## **REQUIREMENTS**

: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Paediatrics. Registration with the Health Professions Council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed). Must provide after-hours emergency services and participate in commuted overtime at 16 hours per week within the Department of Paediatrics and Child Health Platform. Competencies (knowledge/skills): Experience in and/or demonstrated interest in working with children and their caregivers. Excellent interpersonal and communication skills (both written and oral). Demonstrated understanding of being mindful of cultural differences and adapting communication and administration methods to respect diverse patients. Strong attention to detail and ability to work both independently and collaboratively within a team. Demonstrated commitment to ethical conduct, patient safety, and maintaining confidentiality. Experience in general paediatrics at a post graduate level. Direct experience in working with children living with Autism Spectrum Disorder, Cerebral Palsy and other developmental conditions. Ability and willingness to supervise medical students and rotating registrars.

## **DUTIES**

: Comprehensive Neurodevelopmental clinical care and service delivery in the Neurodevelopmental service outpatient and inpatient setting under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics & Child Health (UCT) and responsible to the director of the registrar programme. Administration and

management may be necessary to maintain the efficient running of the ward or service to which currently attached. Supervise, guide and mentor medical students, interns, medical officers, and paediatric registrars. Lead and participate in developmental assessments, diagnosis, coordinate and manage ongoing care. Teach undergraduate medical students and contribute to training programmes. Attend and contribute to high-risk neurodevelopmental follow-up clinic, cerebral palsy, developmental clinic, and other relevant clinical duties. Engage in developmental paediatric research under expert mentorship. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT. Collaborate with a multidisciplinary team to ensure holistic care for children with these conditions. Uphold clinical governance principles, ensuring high-quality, risk mitigated patient care. Successful completion of the Cert Developmental Paeds (SA) which includes all the logbook requirements of the College of Paediatrics. Participating fully in all activities of the division.

**ENQUIRIES** : Prof K Donald Tel No: (021) 658 5322 or [kirsty.donald@uct.ac.za](mailto:kirsty.donald@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 may be subjected to a competency test. No payment of any kind is required when applying for this post. Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Medical Sub-Specialist positions. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Senior Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatrics with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** : 13 June 2025

**POST 18/232** : **PRIMARY HEALTH CARE MANAGER**  
Overberg District

**SALARY** : R1 059 105 per annum  
**CENTRE** : Overstrand Sub-district, Hermanus  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent, registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB/CI) driver's licence. Willingness to travel within the district. Availability to work after hours, if and when required. Competencies (knowledge/skills): Managerial skills, strategic thinking, interpretation and articulation skills. Sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressure environment and to work independently and in different clinical settings. Good communication skills. Be able to work independently and in a multi-disciplinary team.

**DUTIES** : Operational and strategic management of Primary Health Care services for the sub-district. Manage critical support services. Adequate financial planning and control. HR planning and management. Liaison and interaction with micro/specific and macro/general environment-Networking.

**ENQUIRIES** : Dr F Fourie Tel No: (028) 312-1166  
**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 will be required to undergo a competency assessment.

**CLOSING DATE** : 13 June 2025

<b><u>POST 18/233</u></b>	:	<b><u>REGISTRAR (OBSTETRICS AND GYNAECOLOGY)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Commuted overtime is compulsory. Must work after hours and shift work. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms. Computer literacy in MS Office. Experience in essential gynaecological emergency care. Experience in labour ward management, including operative and assisted deliveries.
<b><u>DUTIES</u></b>	:	In and after hour care to women accessing obstetric and gynaecological health services on our service platform. Participation in the academic activities of with Department.
<b><u>ENQUIRIES</u></b>	:	Prof N Mbatani or Dr A Osman Tel No: (021) 404 6020 or email: <a href="mailto:nomonde.mbatani@uct.ac.za">nomonde.mbatani@uct.ac.za</a> / <a href="mailto:ayesha.osman@uct.ac.za">ayesha.osman@uct.ac.za</a> or <a href="mailto:marilyn.kok@uct.ac.za">marilyn.kok@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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). Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/234</u></b>	:	<b><u>REGISTRAR (SURGERY-GENERAL)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's license. Commuted overtime is compulsory. Certificate of ATLS and completion of Basic Surgical Skills Course. FCS (SA) part 1A. Emergency and after hour call cover. Competencies (knowledge/skills): Knowledge, expertise and experience with regards to providing medical services in General Surgery. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Previous research experience. Post community service experience in General Surgery.
<b><u>DUTIES</u></b>	:	Leadership. Innovation and Research. Teaching. Clinical Service: Operative. Clinical Service: Patient care. Clinical Governance.
<b><u>ENQUIRIES</u></b>	:	Prof L Cairncross Tel No: (021) 406 6229 or <a href="mailto:melissa.mohamed@uct.ac.za">melissa.mohamed@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with University of the Western Cape according to the yearbook and guidelines. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as a Registrar will be for a maximum contract period of 5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar ship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/235</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 (OBSTETRICS &amp; GYNAECOLOGY)</u></b> (3 Year Contract)
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a 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. Competencies (knowledge/skills): Experience in labour ward management, including operative and assisted deliveries. Experience in essential gynaecological emergency care. Ability to communicate effectively (verbal and written). Ability to work in integrated multi-disciplinary teams across platforms Computer literacy in MS Office. Completion of community service.
<b><u>DUTIES</u></b>	:	In and after hour care to women accessing obstetric and gynaecological health services on our service platform Participation in the academic activities of our department.
<b><u>ENQUIRIES</u></b>	:	Dr A Osman Tel No: (021) 404 6020 or email: <a href="mailto:ayesha.osman@uct.ac.za">ayesha.osman@uct.ac.za</a> or <a href="mailto:marilyn.koks@uct.ac.za">marilyn.koks@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plein District Hospital, Victoria Hospital and George Provincial Hospital. 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)". Please ensure that you attach an updated CV.

<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/236</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Witzenberg Sub-District Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid Code (B/EB) driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.
<b><u>DUTIES</u></b>	:	Provide quality outpatient care to patients in Witzenberg Sub-district Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Witzenberg Sub-district facilities as required. Acute care and emergencies, including theatre work.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. J Fouche Tel No: (023) 316-9600 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 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 Witzenberg Sub-district for a period of 3 months from the date of advert."
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/237</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R848 862 per annum Grade 2: R917 634 per annum Grade 3: R1 001 349 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Malmesbury CDC, Swartland Sub-District Minimum educational qualification: 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, and proof of current registration. Experience: <b>Grade 1:</b> None after registration as Pharmacist with SAPC in respect of SA qualified employees. 1-year relevant experience after registration as Pharmacist with recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in SA. <b>Grade 2:</b> A minimum of 5 years' appropriate experience after registration as

Pharmacist with 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. **Grade 3:** A minimum of 13 years' appropriate experience after registration as a Pharmacist with SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as Pharmacist with a recognized foreign Health Professional Council in respect of foreign qualified employees. Inherent requirement of the job: Willingness to work as a Pharmacist within a multi-disciplinary team at Malmesbury CDC and within the Swartland Sub-District. Computer literacy (MS Word, Excel and Outlook). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good knowledge of institutional pharmacy practices and procedures, including cold chain practices, Good numeric skills/computer literate. Knowledge of Drug Supply Management Principles. Sound knowledge of the EML. JAC/Well Sky dispensing system knowledge. Meticulous and attention to detail. Good communication skills. Strategic Planner and organize tasks. Financial Management. Good People Management and interpersonal skills, team orientated. Service Delivery Innovation. Client orientated and Customer focused. Problem solving and analysis. Mentoring and Tutoring skills. Ability to write SOPs.

**DUTIES** : Drug Supply management within the Swartland Sub-District. Quality Assurance and Governance of Dispensing. Improved access to medication, including CDU and DMOC. Finance and Supply Chain Management. People Management (in capacity of Delegated Supervisory Pharmacist). Quality Assurance pertaining to Ideal Clinic and National Audits, Data collection and reporting.

**ENQUIRIES** : Mr V Fouche Tel No: (022) 487-9200/Ms T Midgley Tel No: (022) 486-8019  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 13 June 2025

**POST 18/238** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Overberg District

**SALARY** : R755 355 per annum  
**CENTRE** : Bredasdorp CDC, Stationed at Cape Agulhas Sub-District Office  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/ skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Computer literacy (MS Word and Excel).

**DUTIES** : Commissioning and Overall management of the Clinical, HRM, Supply Chain Management and financial management of Cape Agulhas Sub-District. Manage the implementation of the COPC approach and support the external and internal interface, with all the appropriate Health Programme. Support the Health establishment staff to meet the Ideal Clinic Realisation and Maintenance (ICRM) status of all the allocated facilities in Cape Agulhas Sub District. Responsible for the co-ordination, supervision and control of nursing services. Ensure the implementation of quality assurance programmes with set standards for safe patient care. Information and data management.

**ENQUIRIES** : Ms G Van der Westhuizen Tel No: (028) 514-8400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undergo a competency assessment.

**CLOSING DATE** : 13 June 2025

**POST 18/239** : **ASSISTANT MANAGER: NURSING (AREA)**  
 Cape Winelands District

**SALARY** : R693 096 per annum

<b><u>CENTRE</u></b>	:	Cape Winelands TB Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Ability to perform compulsory stand-by duty. Willingness to work overtime and assist with shifts when operationally required. Competencies (knowledge/skills): Computer literacy (MS Word and Excel) and report writing skills. Excellent communication skills (verbal and written). Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own work, and that of the units which report to the post, and to ensure appropriate interventions to enhance the nursing service at the institution.
<b><u>DUTIES</u></b>	:	Ensure the delivery of high-quality patient care through the implementation of different health programs. Participation in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Involvement in training programs in conjunction with Human Resources Department for skills development. Collect, validate and interpret statistical data. Manage Financial and Human resources in relevant nursing departments. Co-ordinate and monitor critical hospital support function after hours in collaboration with relevant role players and relieve Head of Nursing.
<b><u>ENQUIRIES</u></b>	:	Ms. R Van Rooyen Tel No: (023) 348-1309
<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. A practical test and a competency test will form part of the selection process. The pool of applicants will be considered for similar vacant posts within Brewelskloof Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/240</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY AREA: NEONATOLOGY)</u></b>
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse and Midwife with the SANC in General Nursing. At least 5 years of the period above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.
<b><u>DUTIES</u></b>	:	The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing service as an Operational Manager in a Neonatology area. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service and the institution. To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms F Baartman Tel No: (021) 938-4055
<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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/241</u></b>	:	<b><u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R549 192 per annum
<b><u>CENTRE</u></b>	:	Metro TB Hospital Complex
<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 as Professional Nurse and Midwife. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain



registration with the SANC). Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: A valid driver's licence. Willingness to do after hour call duties based on operational requirements. Willingness to travel and work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/ skills): Good interpersonal and leadership skills. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impact on service delivery. Ensure clinical practice by the nursing team (unit) in accordance with the scope of practice and nursing standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices Work as part of a multidisciplinary team to ensure good nursing care by the nursing team. Computer literacy in MS Office.

**DUTIES** : Coordinate and facilitate the development and the implementation of orientation/ induction programme in clinical areas. Coordinate and facilitate the development of learning opportunities for all nursing personnel Manage and administer the implementation of the informal nurse training programs and assist with formal clinical training programs Manage the clinical accompaniment/ mentorship programme. Effective Management and utilization of human resources.

**ENQUIRIES** : Ms G. Mashaba Tel No: (021) 508 7406  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 13 June 2025

**POST 18/242** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)**  
 Cape Winelands Heath District

**SALARY** : Grade 1: R476 367 per annum  
 Grade 2: R583 989 per annum

**CENTRE** : Saron Clinic (X1 Post)  
 Gouda Clinic (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to promote quality patient care through the implementation of protocols, guidelines and standards.

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

**ENQUIRIES** : Ms. EJ Williams Tel No: (021) 862 -4520  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. 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** : 13 June 2025

<b><u>POST 18/243</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 367 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of current annual registration with SANC. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Operating Theatre.
<b><u>DUTIES</u></b>	:	Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of nursing personnel as a Professional Nurse in the Operating Theatre. Render and supervise specialized clinical nursing care and support clinical staff with surgical and medical procedures. Utilize human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	Ms LK De Goede Tel No: (044) 802-4352
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for similar posts within George Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/244</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Kwanokuthula CDC, Knysna/Bitou 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. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/ recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Willingness to drive a 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).
<b><u>DUTIES</u></b>	:	Assist with the management of the Burden of disease according to the comprehensive health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and Community. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human Resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.

<b><u>ENQUIRIES</u></b>	:	Ms JA Stander Tel No: (044) 302 8400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from the date of advert. Candidates will be subjected to a practical/ oral assessment
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/245</u></b>	:	<b><u>ASSISTANT DIRECTOR: HEALTH SUPPORT (INSPECTORATE)</u></b> Directorate: Assurance
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office Cape Town
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year clinical qualification (degree/diploma) or equivalent that is registrable with the South African Nursing Council (SANC) and/or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in clinical practice plus appropriate experience specifically in a mental healthcare environment. Appropriate experience in health services management will be an added advantage. Inherent requirement of the job: A valid unendorsed (Code B/EB) driver's licence. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Knowledge of and insight into Private Health Establishment Regulations, Ambulance Service Regulations, Mental Health Care legislation, as amended and applicable legislation. An understanding of clinical activities, needs, norms and standards across all types of health services. Leadership qualities with excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to health care, infrastructure and infrastructure design i.e. PN 187, PN 180, NCS, IUSS, OHSC. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<b><u>DUTIES</u></b>	:	Conduct health facility inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – PN187 as amended, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise health facility management on technical, clinical and operational aspects relating to corrective steps where facilities do not conform to governing legislation. Review building plans (facility layouts and design in terms of current clinical best practice and legislation). Offer support to the licensing process of Health Establishments in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial management, the levying and collection of fees in terms of applicable legislation.
<b><u>ENQUIRIES</u></b>	:	Ms K Jacobs Tel No: (021) 483 3303
<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>	:	13 June 2025
<b><u>POST 18/246</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Cape Winelands District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate relevant experience in Finance. Proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers' licence. Willingness to travel. Competencies (knowledge/skills): Extensive knowledge in financial administration. Supervisory experience in Management of budget, transfer payment process (Equitable and conditional Grant), Expenditure, revenue, losses and debts management. Knowledge of Public finance management act, DORA, National treasury regulations, MTEF, Adjustment budget procedures, Provincial treasury instruction, financial delegations and finance Instructions. Experience in monthly and financial year end reporting procedures. Extensive knowledge of standards charts of accounts (SCOA). Practical experience of LOGIS, PERSAL and BAS. Communication skill

written and verbal well – verbal exchange of information requiring difficult explaining as well as tact and diplomacy. Good management and supervisory skills. Ability to work independently and as part of a team. Computer skill (Power Point, Advance Excel, Word)

- DUTIES** : Ensure Strategic leadership in overall financial management for Cape winelands and build relationship within internal and external stakeholders with various ecosystem. Ensuring Budget allocation, planning, monitoring of (Equitable Share and Conditional Grants). Ensure effective management of Expenditure, revenue, debts, assets, and liability accounts. Administering the contracting process in accordance with departmental standard operating procedure, signing of SLA and monitoring NPO financial performance. Review and submit to Head Office monthly, quarterly finance reporting and IFS/AFS inputs to ensure accuracy and completeness. Act as Audit liaison official between the district and external auditors. Facilitated the written-off processes on irrecoverable debts, losses and maintain relevant registers for reporting unauthorized, irregular fruitless and wasteful expenditure. Management of staff including staff performance, R&S process, training and general support of staff. Provide guidance and training to Sub- district Finance officials.
- ENQUIRIES** : Mr TI Sebezela Tel No: (023) 348-8017
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and competency assessment as part of the interview process. The pool of applicants will be considered for similar vacant posts within Cape Winelands District Office for a period of 3 months from date of advert.
- CLOSING DATE** : 13 June 2025

**POST 18/247** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services

- SALARY** : R397 116 per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Patient Administration, Information Management and Hospital Information Systems. Appropriate experience in the supervision and management of staff. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be willing and able to perform standby duties. Competencies (knowledge/skills): In depth Knowledge of Data and Information Management linked to the various Hospital Information Systems used. Computer literacy in MS Package. Practical workable knowledge of Clinicom, HealthBI, Sinjani, National and Provincial Indicators and related Hospital Information Systems. Excellent interpersonal and communication skills with a strong sense of responsibility. Excellent Leadership skills and the ability to manage and coordinate a large component. The ability to interpret and analyse management reports as well as excellent report writing skills.

- DUTIES** : Preparation and implementation of Information Systems at the Hospital. Ensuring effective Information Management and Support to all role players within the Hospital to ensure efficient and effective management of Hospital Performance Data. Providing technical support in terms of hardware and related systems to end-users, including training of users on Clinicom and various related Health Information Systems. Ensuring the Hospital Operational needs are met in terms of IT related Systems, Hardware and Network Infrastructure. Ensuring quality data is provided to Hospital Management and FBU Heads within the Hospital. Maintain compliance with all aspects of Information Management and ensure reporting deadlines are met. Coordinate and provide input regarding various internal and external audit activities for the Hospital. Management of staff within the Information Management component.

- ENQUIRIES** : Mr R Cajada Tel No: (021) 402-6594
- 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 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.
- CLOSING DATE** : 13 June 2025

**POST 18/248** : **MEDICAL ORTHOTIST PROSTHETIST GRADE 1 TO 3 (ORTHOTIC AND PROSTHETIC CENTRE, PINELANDS)**  
Chief Directorate: Metro Health Services

- SALARY** : Grade 1: R397 233 per annum  
Grade 2: R463 941 per annum  
Grade 3: R543 099 per annum
- CENTRE** : Western Cape Rehabilitation Centre
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a Professional Council: Registration with the HPCSA as Medical Orthotist and Prosthetist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Orthotist Prosthetist. One-year relevant experience

after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 11-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist. Minimum of 21-year relevant experience after registration with the HPCSA as a Medical Orthotist Prosthetist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid driver's licence. Willingness to travel for outreach clinics and work overtime if necessary. Competencies (knowledge/skills): Technical Skills: Proficiency in designing and fabricating orthotic and prosthetic devices. Anatomical Knowledge: Understanding of human anatomy and biomechanics. Interpersonal Skills: Ability to communicate effectively with patients and healthcare professionals. Problem-Solving: Skill in diagnosing issues with devices and making necessary adjustments. Manual Dexterity: Precision and skill in handling tools and materials for creating custom devices. Computer literacy skills with competency in MS Office package (MS word, PowerPoint etc.) other similar posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.

**DUTIES** : Patient Assessment: Evaluate patients' needs by examining medical histories, physical conditions, and understanding their requirements for orthotic or prosthetic devices. Design and Fabrication: Design and create custom orthotic and prosthetic devices, ensuring they meet the specific needs and measurements of each patient. Fitting and Adjustment: Fit and adjust the devices to ensure proper function, comfort, and alignment. This involves multiple fittings and modifications. Patient Education: Educate patients on the use, care, and maintenance of their orthotic or prosthetic devices. Follow-Up Care: Provide ongoing support and adjustments to devices as necessary, ensuring optimal long-term use and patient satisfaction. Collaboration: Work with other healthcare professionals, such as doctors and physical therapists, to develop comprehensive treatment plans for patients. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice review, including the implementation of clinical protocols, guidelines, and SOPs. Participate in MOP Centre meetings and perform duties delegated by the CMOP including acting position as CMOP. Maintenance, Admin and Development: Machinery, tools and equipment in good working condition. Correct material and Stats.

**ENQUIRIES** : Mrs M Brink Tel No: (021) 531-5300  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates will be subjected to a practical/written and oral assessment. The pool of applicants will be considered for

**CLOSING DATE** : 13 June 2025

**POST 18/249** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
 Garden Route District

**SALARY** : R397 116 per annum  
**CENTRE** : Harry Comay Hospital, George Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma /Degree in Human Resource related field. Experience: Appropriate experience in Human Resources (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection, Labour relations and Training. Appropriate supervisory experience. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point, Teams and Outlook). Ability to function as a team player, with or without supervision. Ability to function in a stressful environment and cope with a heavy workload. Leadership capabilities, managerial and organisation skills. Appropriate planning and administration skills. Ability to analyse, interpret and apply legislation, policies and prescripts. Appropriate PERSAL knowledge.

**DUTIES** : Monitoring control measures for all allowances. Ensure Audit Compliance (CMI and HRAAP). Appropriate utilization of overtime budget. Management of service benefits. Ensure efficient personnel administration and leave management. Effective Management of incapacity, Pilir applications and WCA. Ensure pension administration. Effective management of paysheets and Commuted overtime. Provide training, support and guidance to staff and line managers within the scope of profile. Effective management and development of subordinates. Facilitate sub-district Training Committee meetings, assist with compiling of WSP and report training stats to District Office. Compile Misconduct and Grievance register. Administer the recruitment and selection. Oversee and administer performance management process.

**ENQUIRIES** : Mr E Thom Tel No: (044) 814-1099

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click “online applications”).
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates could be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/250</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</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</u></b>	:	Heldeberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. Registration with a Professional Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. 1 Year relevant experience after registration with the HPCSA in Radiography in Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Radiography in Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Services as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA in Radiography Diagnostic in respect of South African qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography in Diagnostic 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 weekends as required, as well as to participate in a 24- hour service delivery while being on call and travel to outreach facility if necessary. Valid (Code B/EB) driver's licence. Physically able to perform the duties required. Competencies (knowledge/ skills): Knowledge of protocols, radio protection, quality assurance and equipment safety. Knowledge of PACS (Picture Archiving and Communication System) and Radiology Information Systems. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Basic computer and administration skills.
<b><u>DUTIES</u></b>	:	Responsible for the smooth running of the diagnostic imaging department, including providing professional service to patients. General care, radiation protection and safety of patients. Responsibility for radiographic and Computed Radiography (CR) processing equipment. Complete CLINICOM, Stats and all PACS and RIS activities. Optimal use, care, and quality assurance of equipment are interconnected practices that collectively ensure equipment performance, safety, and longevity. Assist with the training of new radiographers, community service radiographers and students, as well as to participate in self-development learning programs. Support services to Manager and multidisciplinary team.
<b><u>ENQUIRIES</u></b>	:	Ms K Fatyela Tel No: (021) 850-4700
<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 other vacant Radiographer (Diagnostic) posts within the Chief Director Metro Health Services for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/251</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RECOURSE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management: Recruitment and Selection. Competencies (knowledge/skills): Excellent verbal and written communication. Ability to work in a team. Computer skills. Extensive knowledge of HR policies, practices relevant to Recruitment and Selection.
<b><u>DUTIES</u></b>	:	Supervise and develop subordinates. Compile, maintain and update databases and provide stats. Assist with grievances/disputes linked to recruitment and selection. Ensure accurate paid

	:	and unpaid employment contract are timeously issued. Render a recruitment and selection function.
<b><u>ENQUIRIES</u></b>	:	Ms B Alexander Tel No: (021) 404 2271
<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 competency test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/252</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (REVENUE AND ADMISSIONS)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Oudtshoorn Hospital
<b><u>REQUIREMENTS</u></b>	:	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 practical experience in a Hospital Fees and/or Patient Administration related environment. Appropriate knowledge of Medical Records and Case management. Inherent requirements of the job: Valid driver's license and willingness to travel. Willingness to work after hours when required. Competencies (knowledge/skills): Ability to meet and to recognize and respond to problematic matters. Good system management skills (Clinicom, AR, BAS and JAC). Advanced computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Good supervisory skills.
<b><u>DUTIES</u></b>	:	Supervise the Hospital Fees, Patient Administration and Medical Records Division, Release of Journals on BAS, Deposit Day Ends, and Deposit Confirmation of Monies Banked, Clinicom transactions and Accounts Receivable transactions. Submit Monthly Reports to District Office and Head Office on Hospital Fees/Revenue related transactions with regard to- In Year Monitoring, Revenue Action Plan, Billing and BAS Recon. Effectively Generate income, the management thereof and regular follow-ups. Manage and Reporting on the Institutions Revenue Collection / Budget. Render administrative Support to the Case Manager.
<b><u>ENQUIRIES</u></b>	:	Ms C Roman Tel No: (044) 203 - 7265
<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. Short-listed candidates will be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/253</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> Cape Winelands District
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Ceres Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Senior Certificate (or equivalent). Experience: Appropriate support services administration and contract management experience. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, and Outlook). Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management. Knowledge of waste management and government transport. Knowledge of telecommunication, porter, and laundry services.
<b><u>DUTIES</u></b>	:	Responsible for support services including government transport, laundry services, porter services, mortuary service, telecommunication, hospital accommodation facilities and grounds. Responsible for contract management relating to outsourced service providers i.e., security service, waste management, laundry service, pest control and garden service. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.
<b><u>ENQUIRIES</u></b>	:	Mr WJ Owen Tel No: (023) 316-9601
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be required to do a practical test. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/254</u></b>	:	<b><u>STATE ACCOUNTANT</u></b> Directorate: Management Accounting
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town
<b><u>REQUIREMENTS</u></b>	:	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 (KRAs) of the post. Experience: Appropriate experience in a Hospital patient fees or a health-related claims environment. Appropriate experience with raising of invoices; submitting claims to medical aid schemes. Appropriate experience in a HIS (Clinicom/Accounts Receivable System/Cognis Viewer/BAS. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Willingness to travel and spend periods away from the office. Competencies (Working knowledge/skills): Knowledge of In-Hospital Patient fees or in a health-related claims environment, medical aid/scheme claims, HIS (Health Information system)/Accounts Receivable System. Knowledge of the Hospital Fees policies and procedures. Knowledge of UPFS tariff structures. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Ability to perform billing related transactions for State Departments i.e. RAF (Road Accident Fund), SANDF (South African National Defence Force), SAPS (South African Police Services), DCS (Department of Correctional Services) and COID (Compensation for Injury on Duty). Computer literacy in Microsoft Office applications (Word, and Excel).

**DUTIES** : Oversee and manage the end-to-end Primary Healthcare (PHC) billing process. Ensure accurate data management, invoice generation, quality control, and timely submission of invoices to medical aid schemes. Perform eligibility checks and resolve billing discrepancies while ensuring compliance with medical aid requirements. Ensure complete and correctly raised invoices for PHC/RAF/IOD funded patients. Monitor, review and authorise the submission of funded patients' accounts on the billing system. Review and authorise the reconciling of monies received (Medical Aid/RAF/COID) between AR and BAS. Manage the outstanding debt and action medical aid rejections according to policy. Manage all available system and 3rd party reports to ensure policy compliance-make data accessible in a simplified way for specific target groups and stakeholders. Extract and manage all relevant billing system reports by investigating and fixing errors. Supervision of staff in line with HR policies/Staff Development/People Management Administration/ Maintain Staff Discipline.

**ENQUIRIES** : Mr E Abrahams Tel No: (021) 483 6424 or call on MS Teams

**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** : 13 June 2025

**POST 18/255** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL (NURSE RELIEF TEAM) (X5 POSTS)**  
Chief Directorate: Metro Health Services  
(Contract Posts Until 31 January 2026)

**SALARY** : Grade 1: R324 384 per annum  
Grade 2: R396 132 per annum  
Grade 3: R476 367 per annum  
Annual salary plus 37% in lieu of service benefits.

**CENTRE** : Lenteguur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Psychiatry. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: **Grade1:** None **Grade2:** A minimum of 10 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays. Competencies (knowledge/skills): Knowledge and understanding of nursing care processes, procedures, statuses, and other relevant legal and ethical practices. Computer literacy in MS Office package. Good Communication Skills. Report Writing. Appropriate experience working with Mental Health Care users in a Psychiatric ward.

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

**ENQUIRIES** : Ms KP Tukutezi Tel No: (021) 370 1274

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

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

**CLOSING DATE** : 13 June 2025



<b><u>POST 18/256</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Fisantekraal CDC and Scottsdene CDC
<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: Willingness to work after hours. Willingness to rotate within the Northern/Tygerberg Sub-Structure. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<b><u>ENQUIRIES</u></b>	:	Ms. N Ntlabathi-Forosi Tel No: (021) 826 2202 (Fisantekraal CDC) Ms. A Mullins Tel No: (021) 810 8121 (Scottsdene CDC)
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for 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 a change in registration status)". The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/257</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Riversdale Hospital, 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 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 at SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: Willingness to rotate to other departments. Willing to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<b><u>ENQUIRIES</u></b>	:	Ms T Oerson Tel No: (028) 713 - 8686
<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 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 Garden Route District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/258</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<b><u>CENTRE</u></b>	:	Knysna/Bitou Sub District (Stationed at Knysna Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the 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 SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to rotate to other departments. Willing to work shifts, including weekends, public holidays and night duty. Competencies (knowledge/ skills): Basic computer skill in Ms Word. The ability to function independently under pressure. Knowledge of Nursing Practices, Infection Prevention Control, control measures and practices. Excellent communication skills (both written and verbal).
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality patient care. Practice nursing and health care in accordance with the laws and regulations governing the nursing profession (nursing legislation and ethics). Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively. Maintain professional growth/ethical standards and self- development.
<b><u>ENQUIRIES</u></b>	:	Ms CG Wagener Tel No: (044) 302 - 8400
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	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 Knysna/Bitou Sub District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/259</u></b>	:	<b><u>PARAMEDIC GRADE 1 TO 4 (X7 POSTS)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R321 372 per annum Grade 2: R379 308 per annum Grade 3: R570 267 per annum Grade 4: R570 267 per annum
<b><u>CENTRE</u></b>	:	Western, Eastern, Southern and Northern Division, Riversdale, Vredenburg and Worcester EMS
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: <b>Grade 1:</b> Successful completion of the Critical Care Assistant (CCA) programmes that allows registration with the Health Professions Council of South Africa (HPCSA) as Paramedic. <b>Grade 2:</b> Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic. <b>Grade 3:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner. <b>Grade 4:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as Paramedic or B Tech Degree that allows registration with the HPCSA as Emergency Care Practitioner.

Registration with a Professional Council: Grade 1: Registration with the HPCSA as Paramedic (CCA). Grade 2: Registration with the HPCSA as Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as Paramedic (CCA). None after registration with the HPCSA as Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills)

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

**ENQUIRIES** : Mr L Nankoo (Operational Manager - Rural) Tel No: (044) 802 2500/21. Ms S Hartley (Operational Manager – Metropole) Tel No: (021) 932 1966

**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. Shortlisted candidates will be expected to undergo a practical assessment. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status”

**CLOSING DATE** : 13 June 2025

**POST 18/260** : **PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3 (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R264 750 per annum  
Grade 2: R306 411 per annum  
Grade 3: R330 540 per annum

**CENTRE** : Chronic Disease Management (X2 Posts)  
Roving Western Clinics (X1 Post)  
Southern/Wester Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post-Basic). Experience: **Grade 1:** None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). **Grade 2:** A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. **Grade 3:** A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to perform regular after-hours duties. Willingness to travel between PHC facilities in the SWS. Competencies (knowledge/skills): Good computer literacy. Good Interpersonal and communication skills. Ability to work as part of a team or independently. Ability to work under pressure.

**DUTIES** : Perform the following services or acts under the direct personal supervision of a pharmacist: Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Support facilities with managing and expanding chronic medicine access through all differentiated models of care e.g. home deliveries of chronic medicine.

**ENQUIRIES** : Ms E Osmond Tel No: (021) 202-0981

<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 registered in the category "Community Pharmacy" may also apply but must be willing to obtain registration in the category "Institutional Pharmacy" within 12 months and must work under direct supervision of a pharmacist during this period. Failure to comply will lead to the termination of services in the case of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/261</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS (MEDICAL RECORDS)</u></b> Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate practical experience in a Hospital Patient Administration and Revenue related environment. Experience: Appropriate practical experience in a Hospital Patient Administration and Revenue related environment. Inherent requirements of the job: Excellent, written and verbal communication skills and ability to maintain confidentiality. Prepared to work 12-hour shifts which include night duty, weekends and public holidays. This includes rotational basis within the patient administration department (Specialist admissions, Casualty admissions and medical records). Competencies (knowledge/skills): Good system management skills (Clinicom, AR and HECTIS), Advance computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in CliniCom, Accounts receivable Systems and Hospital and Emergency Centre Tracking Information System, UPFS manual, Hospital memorandum 18 and PFMA (Public Management Act). Knowledge of National/Provincial archiving Act, Protection of Personal Information Act (POPIA) and Financial Instructions. Knowledge of Batho Pele principals and Public Service Code of Conduct. Competency and experience that focuses on key performance areas of the post.
<b><u>DUTIES</u></b>	:	Accurate debtor assessment and medical aid eligibility of patients. Opening and retrieving of patient folder and patients search and registration. Effective revenue collection and safekeeping of patient valuables. Effective registry, daily drawing and filing of folders, maintenance and control of folder movement and follow-up of unknown patients. Archiving and disposal of folders/documents according to regulations and policies.
<b><u>ENQUIRIES</u></b>	:	Ms D Kannemeyer Tel No: (021) 860 2590 / <a href="mailto:Doneethe.Kannemeyer@westerncape.gov.za">Doneethe.Kannemeyer@westerncape.gov.za</a>
<b><u>APPLICATION</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/262</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (WARDS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administration. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe. Computer literacy (MS Excel and Word). Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	:	Renders clerical patient support, admissions, discharges, and transfers on Hospital system. Render clerical support by ordering of resources and stock, assist with stocktaking. Support of supervisor and colleagues. Support to Head of Nursing with regards to staff administration.
<b><u>ENQUIRIES</u></b>	:	Ms PE Robyn Tel No: (022) 487 9204
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to practical test.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/263</u></b>	:	<b><u>ADMINISTRATION CLERK: WARDS</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Grade 12/Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment with appropriate experience in

Clinicom and Logis. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. Required to work shifts on day/night duty, weekends and public holidays. Required to work overtime on short notice. Must be willing to rotate in different departments within the Nursing Component and/or relief colleagues. Competencies (knowledge/skills): Good interpersonal and communication skills. Good verbal and writing skills. Be able to work accurately and under pressure. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access).

**DUTIES** : Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system and register patients by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Ensure that all UPFS functions are performed. Management and administration of equipment by ordering, monitor and control of consumables and equipment, manually as well as electronic processing on LOGIS Professional and loyal conduct. Provide general administrative support to line managers and Nurse Management. Relief of colleagues. Knowledge on Information management.

**ENQUIRIES APPLICATIONS** : Ms AL Solomons Tel No: (021) 860-2504 or [anthea.solomons@westerncape.gov.za](mailto:anthea.solomons@westerncape.gov.za)

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

**CLOSING DATE** : No payment of any kind is required when applying for the post.  
13 June 2025

**POST 18/264** : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**  
Cape Winelands District

**SALARY CENTRE** : R228 321 per annum  
Bella Vista Clinic (X1 Post)  
Tulbagh Clinic (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Must be prepared to work 8-hours (i.e., Monday-Friday) and overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). The ability to accept accountability and responsibility with good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written).

**DUTIES** : (key result areas/outputs): Compile headcount daily, weekly, and monthly data. Capturing of data and compliments and complains on SINJANI. Appointments list for follow up clients be generated from Tier.net Folder drawn according to Tier.net appointment list. Folders prepared for next day (blood results filed/ stickers printed). If new client facility folder to be opened- correct stationery is placed in folder and stickers to be printed.

**ENQUIRIES APPLICATIONS** : Mr L Wawini 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 the post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.

**CLOSING DATE** : 13 June 2025

**POST 18/265** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY CENTRE** : R228 321 per annum  
Northern/Tygerberg Sub-structure Office

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate or Equivalent. Experience: Appropriate experience in Health Information Management and in Health-Related Information Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work after hours. Competencies (knowledge/skills): Knowledge with regards departmental information systems and advance computer skills in MS Office. Ability to interpret, analyse and present health information. Good numerical, communication, analytical thinking skills and interpersonal skills.

**DUTIES** : Data management - submission and capturing. Assist with data quality monitoring, maintenance, and resolution – validation, verification, and data/trend analysis. Perform an office administration role - i.e., minute taking, filing, copies and logistical arrangements & assist with preparing presentations and reports. Provide general support to all Information Management and HAST clerks at facility level. Assist with internal and external objective audits. Assist with Information Communication technology requests.

**ENQUIRIES APPLICATIONS** : Mr B Adams Tel No: (021) 815-8560

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. The pool of applicants will be considered for other similar vacant Administration Clerk: Information Management posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert. Candidates will be subjected to a practical/written and oral assessment.

**CLOSING DATE** : 13 June 2025

<b><u>POST 18/266</u></b>	:	<b><u>ADMINISTRATION CLERK: REGISTRY</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Klipfontein/Mitchell's Plain Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate registry experience. Competencies (knowledge/skills): Computer literacy (MS Office, Outlook). Ability to function independently as well as in a multi-disciplinary team. Good communication and Interpersonal skills.
<b><u>DUTIES</u></b>	:	Render an effective and efficient Registry service for People Management. Control of Archive, including disposal of files/records. Handling of telephonic enquiries. Render optimal support to supervisor. Effective and efficient utilisation of all resources. Perform related administrative tasks as instructed by supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr R Van Der Westhuizen Tel No: (021) 370-5050
<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.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/267</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject or Senior Certificate (or equivalent) with extensive experience that focuses on the Key Performance Area's (KRA's) of post. Experience: Appropriate experience in Supply Chain Management in a buying capacity. The procurement of equipment, provisioning of goods and services, After effects (patient specific items) and consumables. Appropriate experience of using the Electronic Procurement System (ePS) quotation tool, SEB, CSD and Syspro. Appropriate experience that focuses on the Key Performance Areas of the post. Competencies (knowledge/ skills): Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders and contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel and Outlook). Knowledge and skills of: Syspro / Logis Procurement System, Electronic Procurement System(ePS) and Western Cape Supplier Evidence Bank (WSEB) and Central Supplier Database (CSD). Extensive knowledge of the SYSPRO/LOGIS or a similar procurement management system. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, Supply Chain Management and the ePS (Electronic Procurement System). Knowledge of tenders and contracts management. Timeous completion of work with minimal errors. Language proficiency and ability to liaise with companies and departments. Computer literacy (MS Word, Excel and Outlook). Knowledge and skills of: Syspro / Logis Procurement System, Electronic Procurement System(ePS) and Western Cape Supplier Evidence Bank (WSEB) and Central Supplier Database (CSD).
<b><u>DUTIES</u></b>	:	Ensure effective and efficient procurement of Equipment and Services are done in time, as per approved Budget. Receiving and evaluation of proposals / Quotations, making supplier recommendations, Correct placing of orders according to SCM policies and Correct implementation of procedures and directives relating to procurement. Coordinate and facilitate the Sourcing management process, Record and System management, Effective communication and overall responsiveness. Provide support to colleagues and supervisors (internal and external) File source documents. Perform other tasks as provided by the supervisor of Supply Chain Management. Handle telephonic and written enquiries from suppliers (companies) and user departments.
<b><u>ENQUIRIES</u></b>	:	Mr E Sampson Tel No: (021) 938-5172
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/268</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<b><u>CENTRE</u></b>	:	Bishop Lavis CDC

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None after registration with SANC as a Staff Nurse. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as a Staff Nurse with SANC. Inherent requirements of the job: Will be required to work shifts, public holidays, night duty, after hours and weekends. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/ skills): Ability to work in the multi-disciplinary team. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care. Provide basic clinical nursing care Effective utilization of physical and financial resources Maintain professional growth/ethical standards and self-development. Actively participating in in-service training interventions.
<b><u>ENQUIRIES</u></b>	:	Ms P Ngcaba Tel No: (021) 508-4611
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical/written and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). The pool of applicants will be considered for other vacant Staff Nurse within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/269</u></b>	:	<b><u>HOUSEKEEPING SUPERVISOR</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std. 7) Experience: Appropriate cleaning and household experience in a hospital environment and in the use of cleaning equipment and stock. Inherent requirements of the job: Willingness to work shifts, including weekends, night duty, public holidays and standby duty. Competencies (knowledge/skills): Knowledge of infection prevention and control, hospitality, safety and hygiene standards. Ability to work in a team environment, independently and self-driven. Computer literacy (Microsoft Office).
<b><u>DUTIES</u></b>	:	Responsible for overall planning, control, organising, performing and coordinating tasks related to household, food serving and hygiene services. Ensure the effective use, maintenance, ordering, safe-keeping and monitoring of supplies and equipment. Supervise and manage personnel in their performance, as well as all other human resource related duties (i.e., staff performance and discipline). Implement and monitor policies, programmes, regulations, practices, procedures and standards. Provide an effective relief, coordination and support service to management. Support, guide and direct personnel under his/her supervision. Maintain a high standard of cleanliness and hygiene within the hospital ward.
<b><u>ENQUIRIES</u></b>	:	Ms AL Solomons Tel No: (021) 860-2504 and/ or <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/270</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (WORKSHOP) 6/8TH POSTS</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R171 240 (6/8th) per annum
<b><u>CENTRE</u></b>	:	Valkenberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative support service experience in a workshop in a hospital environment. Inherent requirements of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office Package. Good interpersonal and communication skills, Ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Officials must have a good understanding of the daily running of a workshop department within a hospital environment.
<b><u>DUTIES</u></b>	:	Assist with the procurement of goods and services for workshop department. Assist general technical services administration. Assisting with maintaining an effective filing system and attending to relevant queries (verbal, written and systematically). Responsible for management

		of the stock within the warehouse in the workshop and ensure safe keeping of stock. Support the Supervisor, colleagues, and members of the Management team and co-operate with external stakeholders. Relieve in other departments as operationally required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr W Roos Tel No: (021) 440-3192
	:	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 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 the date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/271</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health facility. Inherent requirements of the job: Required to work in health environment where infectious diseases are treated. 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). Knowledge of hygiene and occupational health and safety. Able to work under pressure.
<b><u>DUTIES</u></b>	:	Responsible for general cleaning by safe and effective use of consumables/ resources which complies with hygienic, occupational health and safety and infection control risk prevention standards. Renders support services to Household Supervisor/ Manager to contribute to domestic outcomes. Contributes to effective utilisation and functioning of equipment. Apply correct methods of handling and disposal of refuse/ waste products which complies with legal, hygienic, Occupational Health and Safety and Infection Control standards. Assist with routine stock control and safekeeping of non-surgical equipment and cleaning consumables. Assist with serving of meals and beverages.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms AL Solomons Tel No: (021) 860-2504 or <a href="mailto:anthea.solomons@westerncape.gov.za">anthea.solomons@westerncape.gov.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/272</u></b>	:	<b><u>DRIVER (LIGHT DUTY VEHICLE)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	PHC Support and Outreach Knysna/Bitou Sub District (Stationed at Knysna Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate driving experience including transportation of employees and delivery of goods. Competencies (knowledge/ skills): Appropriate knowledge of Government Motor Transport Handbook 1 of 2019 and Circular 4 of 2000. Appropriate knowledge of routine, maintenance, inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently, unsupervised and in a team. Good interpersonal, communication and safe driving skills. Ability to do strenuous physical labour. Inherent requirements of the job: A valid Code B/EB/C1 driver's license and Public Driving Permit (PDP). Willingness to work overtime and perform standby duties. Willingness to perform administrative and relieve duties when needed in the Support component of the Institution.
<b><u>DUTIES</u></b>	:	Transport goods, services, clients and personnel from one point to another. Maintenance of prescribed logbooks, trip authorities and administrative duties of driving. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Support to supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms R Quine Tel No: (044) 302-8400
	:	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 may be subject to competency testing. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 June 2025
<b><u>POST 18/273</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY) (SESSIONAL) (4 HOURS PER WEEK)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour



<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Psychiatry. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as a Medical Specialist after registration with HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Competencies (knowledge/skills): Technical skills appropriate for investigation. MMED in Psychiatry and/or FC Psychiatry (SA) qualifications. Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Clinical skills required of a Medical Specialist Psychiatrist, including assessment, diagnosis and treatment in a psychiatry outpatient setting.
<b><u>DUTIES</u></b>	:	Clinical Service Provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<b><u>ENQUIRIES</u></b>	:	Dr I Lewis Tel No: (021) 404 5381 or <a href="mailto:lan.lewis@uct.ac.za">lan.lewis@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Please ensure that you attach an updated CV.
<b><u>CLOSING DATE</u></b>	:	13 June 2025