

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
EDUCATION DEPARTMENT (WCED)**

- APPLICATION** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 18 July 2025
- NOTE** : Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

- POST 22/229** : **RESEARCH ANALYST: REF NO: 256**
Directorate: Research
- SALARY** : R896 436 per annum (Level 11). All-inclusive package to be structured in accordance with the rules for MMS.
- CENTRE** : Cape Town
- REQUIREMENTS** : Appropriate B Degree and 5 years management experience in the education research environment. Knowledge: Advanced knowledge of Research processes and modern systems of governance and administration; Knowledge of the following: Education system; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the South Africa Public Sector; Policy Development; Project co-ordination. Skills: Ability to analyse and model large and complex datasets; Strong research skills; Strong conceptual and formulation skills; Ability to conceptualise, develop and analyse policy; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Excellent communication skills (verbal and written); Outstanding planning, organizing and people management skills; Computer literacy skills; Analytical thinking; Strategic thinking; Monitoring, evaluation and reporting.
- DUTIES** : Identification and initiation of quantitative research initiatives; Undertaking and supervision of research activities; Creation of partnerships to do research on behalf of the WCED; Data mining; Management of the departments research programme; Co-ordination of the research activities within the department; Quality Assurance of all research activities on behalf of WCED; Publishing and reporting on research findings; Creation of Monitoring and Evaluation framework; Client and stakeholder liaison; Human Resource Management; Motivate, train and guide staff; Manage the performance, evaluation and rewarding of staff; Monitoring information capacity building; Compile human resource plan, a service delivery improvement programme, and an information resource plan; Provide strategic direction and leadership.
- ENQUIRIES** : Mr. K Govinden Tel No: (021) 021 467 2023
- POST 22/230** : **ADMIN OFFICER: ASSESSMENT MANAGEMENT (CONCESSION/ACCOMMODATIONS AND SUBJECT CHANGES): REF NO: 255**
Directorate: Assessment Management
- SALARY** : R325 101 per annum (Level 7)
- CENTRE** : Cape Town
- REQUIREMENTS** : An appropriate B-degree/diploma with 3 years relevant experience in an administrative or educational environment OR Grade 12 qualification with at

least 5 years relevant experience in an administrative or educational environment. A valid driver's license. Proficiency in at least two official languages of the Western Cape. Additional requirements: Experience in Accommodations/Concessions for learners with special needs will be an advantage. Job Summary: To operationalise accommodations/concessions application process for Assessment and Examinations. To operationalise administrative functions of the directorate. Knowledge: Knowledge of relevant policies, circulars, and regulations of the National Department of Basic Education and the WCED. Knowledge of policy and regulations regarding assessment accommodations/concessions and SIAS. Skills: Above-average verbal and non-verbal communication skills. Minute taking and writing. Computer literacy (Word, Excel, PowerPoint). Support staff. Project management.

DUTIES : The successful candidate will be responsible and accountable for the following tasks: Execute the administration process as it pertains to accommodations and concessions of learners with special needs in the Western Cape. Provide guidelines and support to schools and districts. Provide administrative support regarding the accommodations/concession's application process of full-time and part-time candidates. Extract relevant information from the database for reporting purposes. Manage and verify the statistics of new applications versus previously approved assessment accommodations/concessions and manage emergency applications. Provide administrative support in respect of the Provincial Assessment Accommodation Committee (PAAC) meetings and recording of minutes and recommendations in PAAC and internal meetings. Draft letters and responses to the Directorate Assessment Management for approval/amendments. Provide assistance and support for workshops, conferences, awards functions, meetings and seminars. Liaise with schools, districts and other stakeholders in order to obtain relevant information and documentation and the provision thereof, associated with accommodations/concessions. Manage and verify the accurate capturing of all applications. Render general administrative support: manage filing system, correspondence, attend to stakeholder queries and requests.

ENQUIRIES : Mr F Salie: Tel 021 467 2572

POST 22/231 : **ADMIN OFFICER: EXAMINATION CERTIFICATION AND WALK-IN CENTRE REF NO: 254 (5 POSTS):**
Directorate: Assessment And Examinations.

SALARY : R325 101 per annum (Level 7)
CENTRE : Cape Town
REQUIREMENTS : An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience; and proven computer literacy. Valid Drivers' licence. Job Summary: Render a certification and resulting service to candidates in the Western Cape within a client-orientated environment. Knowledge: Working knowledge of National Examinations and Umalusi computerized systems. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Skills: Ability to analyse and problem solve Ability to build sustainable relationships and trust with clients Follow communication procedures, guidelines and policies Conflict resolution skills Good verbal and non-verbal communication skills Writing skills Computer literacy skills (MS Word, MS Excel, MS PowerPoint)

DUTIES : Operationalise the processing and issuing of National Senior Certificate (NSC) and Senior Certificate (SC) Results Processing of statements, confirmation letters, advice of results and transcripts. Authorise captured and combined results. Processing of outstanding/incomplete results. 2. Operationalise the publication of NSC/SC results Checking/Testing of all results (NSC, SC). Liaise with SITA for the printing of results according to printing schedule. Quality checking of all printed results. Supervise and execute the packing and distribution of results and certificates. 3. Deal with examination enquiries within the Walk-in and Call centre services Executing queries emanating from the walk-in and call-centre with exam related result queries. Deal with queries regarding exam registration and certification Perform walk-in and call-centre duties 4. Operationalise the certification and verification of the NSC/SC results Receive and process certification and verification requests. Ensure that all certification and verification queries are dealt with effectively and efficiently. Guide and train certification staff on directives. Formulate and issue circulars and notifications to schools concerning certification. 5. Supervision Daily supervision of junior staff. Assist in the planning and training of the section. Performance appraisal.

ENQUIRIES : Mr. D Pretorius Tel No: (021) 467 2945

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| <u>POST 22/232</u> | : | <u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 257</u> District Office: Education District Office Cape Winelands |
| <u>SALARY</u> | : | R325 101 per annum (Level 7) |
| <u>CENTRE</u> | : | Worcester |
| <u>REQUIREMENTS</u> | : | An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations. |
| <u>DUTIES</u> | : | Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination-related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary/ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required. |
| <u>ENQUIRIES</u> | : | Mr N Petersen Tel No: (023) 348 4600 |
| <u>POST 22/233</u> | : | <u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 258</u> District Office: Education District Office Eden & Central Karoo |
| <u>SALARY</u> | : | R325 101 per annum (Level 7) |
| <u>CENTRE</u> | : | George |
| <u>REQUIREMENTS</u> | : | An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant |

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| | | <p>policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.</p> |
| <u>DUTIES</u> | : | <p>Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.</p> |
| <u>ENQUIRIES</u> | : | Mr J Jonkers Tel No: 044 803 8300 (Eden & Central Karoo EDO) |
| <u>POST 22/234</u> | : | <p><u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 259</u> District Office: Education District Office Metro Central</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | <p>R325 101 per annum (Level 7) Maitland</p> |
| | : | <p>An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.</p> |
| <u>DUTIES</u> | : | <p>Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject</p> |

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ENQUIRIES

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Enquiries: Ms B Robertson: 021 514 6700 (Metro Central EDO)

POST 22/235

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ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 260

District Office: Education District Office Metro East

SALARY

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R325 101 per annum (Level 7)

CENTRE

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Kuils River

REQUIREMENTS

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An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

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| | | services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required. |
| <u>ENQUIRIES</u> | : | Ms L Diamond: 021 900 7006 (Metro East EDO) |
| <u>POST 22/236</u> | : | <u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 261</u> District Office: Education District Office Metro North |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 7) Parow An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations. |
| <u>DUTIES</u> | : | Render assessment and examination administration services to clients within the Education District. Receive, verify and process all applications relating to the NSC/SC examinations, including registration forms for the NSC / SC examinations, for copies of NSC/SC results or certificates, for the re-issue of NSC / SC certificates with changes, and for re-mark of answer scripts. Handle all administration with regards to the investigation of registration, certification and resulting enquiries. Issue NSC/SC statement of results and certificates in accordance to the relevant policies and prescripts. Make personal and subject corrections on the Examinations Mainframe. Send and receive examination schedule of entries to schools. Receive and process Invigilator applications. 2. Co-ordinate assessment and examination administrative activities and maintain relevant administration systems. Provide support for the following functions: Assessment and Progression and Promotion appeals; Capture and upload of School Based Assessment (SBA), Practical Assessment Task (PAT) and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. 3. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required. |
| <u>ENQUIRIES</u> | : | Ms W Horn, Tel no: (021) 938 3133 |
| <u>POST 22/237</u> | : | <u>ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 262</u> District Office: Education District Office Metro South |
| <u>SALARY CENTRE</u> | : | R325 101 per annum (Level 7) Mitchells Plain |

REQUIREMENTS

: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

DUTIES

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ENQUIRIES

: Ms C Meyer- Williams: 021 370 2000 (Metro South EDO)

POST 22/238

: **ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO:263**

District Office: Education District Office Overberg

**SALARY
CENTRE**

: R325 101 per annum (Level 7)
: Caledon

REQUIREMENTS

: An appropriate degree/diploma with 3 years relevant experience OR a matric qualification with at least 5 years relevant experience in an assessment and examinations or education environment; valid EB driver's license. Job Summary: To provide administrative support for the assessment and examination functions rendered at the Education District. Knowledge: Working knowledge of exam mainframe and exam databases. Knowledge of directives, policies, processes and regulations pertaining to the Senior Certificate (Report 550), Senior Certificate (Amended) and the National Senior Certificate (NSC). Knowledge of client care and information management. Knowledge of relevant policies related to Assessment, Promotion and Progression and Special Needs Accommodations. Electronic information content and assessment and examination databases. Advanced Communication skills. Analysing of statistics. Skills: Proven Computer literacy (Ms Word, MS Excel). Excellent communication skills. Ability to work in a methodical, organised way. Familiarity with examination computer systems. Project management. Excellent writing

DUTIES

skills. Willing and able to drive a government vehicle when necessary. Ability to handle and resolve conflict situations.

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ENQUIRIES

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- Ms I Senosi Tel No: 028 214 7300 (Overberg EDO)

POST 22/239

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- ADMINISTRATION OFFICER: ASSESSMENT AND EXAMINATIONS: REF NO: 264**
District Office: Education District Office West Coast

SALARY CENTRE REQUIREMENTS

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- R325 101 per annum (Level 7)
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- Paarl
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and Oral marks; Identification, registration and audit of Examination Centres; the District Assessment Irregularities Committee (DAIC) and Assessment Accommodations for Special Needs and Immigrant learners. Assist the Assessment and Examination Coordinator with the compilation of progress reports and collation of data. Collect and compile relevant information for District Examination State of Readiness reviews. Provide administrative support to the Assessment and Examinations Unit. Coordinate evidence / supporting documents for the Assessment and Examination Coordinator. Manage and maintain an effective filing system. Screen documents to determine actions, information required for meetings. Render secretarial services for Assessment and Examination related meetings. Track issues or complaints referred to and from the Assessment and Examinations unit through the issue management system (IMS). Follow up on outstanding information and documents from relevant stakeholders. Assist with the compilation of information or evidence for parliamentary / ministerial enquiries referred to the Assessment and Examination Coordinator. Assist with the planning of workshops, large meetings, conferences and events as and when required.

ENQUIRIES

: Ms A Truter: Tel: 021-860 1209 (West Coast EDO)

DEPARTMENT OF HEALTH AND WELLNESS: WESTERN CAPE, PROVINCIAL GOVERNMENT
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE

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

ERRATUM: Kindly note that the Post: **Professional Nurse Grade 1 to 2** Specialty: Psychiatry (Clinical Nurse Trainer), Alexandra Hospital, Chief Directorate: Metro Health Services, with reference number Post 21/313, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled and Kindly note that the Post: **Operational Manager Nursing** (General), Khayelitsha District Hospital, Chief Directorate: Metro Health Services, with reference number Post 21/309, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled and Kindly note that the Post: **Medical Specialist Grade 1 To 3** (Medical Genetics), Tygerberg Hospital, Parow Valley, with reference number Post 21/295, advertised in the Public Service Vacancy dated 21 June 2025. The post has been cancelled.

OTHER POSTS

POST 22/240

: **SENIOR REGISTRAR (MEDICAL) (PAEDIATRIC GASTROENTEROLOGY)**
 (24 Month Contract)

SALARY

: R1 341 855 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS

: Red Cross War Memorial Children's Hospital, University of Cape Town
 Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirements of the job: FCPaed and MMed (Paed) is a requirement. 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 postgraduate level. Ability and willingness to supervise medical students and rotating registrars.

DUTIES

: (key result areas/outputs): Clinical Service Delivery: Comprehensive Paediatric GIT and general paediatric clinical care and service delivery in the Western Cape Paediatric GIT service outpatient and inpatient setting under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics and Child Health (UCT) and responsible to the director of the registrar programme. Administration and Management of the Unit of Paediatric Gastroenterology including ensuring correct patient data

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| | and statistics. Teaching: Contribute and facilitate learning of undergraduate students and Paediatric registrars attached on the platform. LEARNING: Rotation through areas of Red Cross War Memorial Children's Hospital. To acquire training in Paediatric GIT including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Gastroenterology examination to enable certification as a paediatric gastroenterologist with the HPCSA. Attendance and presentation at Academic Departmental meetings and journal clubs. Research: Involvement with existing research projects, clinical reviews, audits and clinical trials. The post holder is expected to conduct a research project towards producing a Master's (MPhil) thesis through UCT. |
| <u>ENQUIRIES</u> | : Dr R de Lacy, tel. no (021) 658 5593 or ronalda.delacy@uct.ac.za |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for this post. 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/ University of Cape Town according to the yearbook and guidelines. Please ensure that you attach an updated CV. Red Cross War Memorial Children's 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 Plain 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 with the relevant council (including individuals who must apply for change in registration status)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. Senior Registrars will function across health facilities, as per an agreed programme. 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. Candidates may be subjected to a competency test. |
| <u>CLOSING DATE</u> | : 22 July 2025 |
| <u>POST 22/241</u> | : <u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs). |
| <u>CENTRE</u> | : Mowbray Maternity Hospital: |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Pediatrics. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Pediatrics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatrics. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to participate in the commuted overtime system. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary |

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| | level patients. Proven leadership abilities and experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy. Appropriate experience in bereavement and palliative care counselling. |
| <u>DUTIES</u> | : (key result areas/outputs): Ensure an efficient and cost-effective paediatric service and render quality patient care. Conduct ward rounds and oversee the daily operations of the neonatal department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development. |
| <u>ENQUIRIES</u> | : Dr A Daniels, tel. no. (021) 659-5562 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for the 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 to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)" The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : 11 July 2025 |
| <u>POST 22/242</u> | : <u>MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (4 POSTS)</u> |
| <u>SALARY</u> | : Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs). |
| <u>CENTRE</u> | : Tygerberg Hospital |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Anaesthesiology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Anaesthesiology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesiology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Anaesthesiology. Inherent requirements of the job: Valid driver's license and willingness to travel as part of the outreach program. Willingness to work after-hours to meet operational requirements. Competencies (knowledge/ skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills. |
| <u>DUTIES</u> | : (Key result areas/outputs): Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for specialty registration and publishing in peer reviewed, accredited journals. |
| <u>ENQUIRIES</u> | : Prof S Chetty, email: seanchetty@sun.ac.za |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |

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| <u>NOTE</u> | : | 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 Anaesthesiology with the relevant council (including individuals who must apply for change in registration status)". |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/243</u> | : | <u>MEDICAL OFFICER GRADE 1 TO 3 (GENERAL INTERNAL MEDICINE)</u> |
| <u>SALARY</u> | : | 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). |
| <u>CENTRE REQUIREMENTS</u> | : | Tygerberg Hospital 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: Grade 1: 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 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. Grade 2: 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. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as 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. Inherent requirements of the job: A valid (code B/EB) driver's licence. Must participate in commuted overtime as per roster. Competencies (knowledge/ skills): Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills in Internal Medicine is essential. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Supervise and support medical interns and providing medical care on the service platform. Assist with the training of interns, medical students, nursing staff and paramedics. Involvement in research/audits relating to Internal Medicine. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Dr N Schrueder, tel. no (021) 938 5732 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | Candidates may be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/244</u> | : | <u>ASSISTANT MANAGER NURSING: (SPECIALTY AREAS: OUTPATIENTS)</u> |
| <u>SALARY</u> | : | R755 355 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e Diploma / Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Registered Professional Nurse. A post basic nursing qualification in either Medical and Surgical Nursing Science: Ophthalmological Nursing, Medical and Surgical Nursing Science: Orthopaedic |

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| | | <p>Nursing or Medical and Surgical Nursing Science: Oncology, with a duration of at least 1 year, accredited with the SANC. Registration with a Professional Council: Registration with the South African Nursing Council as Professional Nurse. Experience: A minimum of 10 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate recognisable experience at management level. Competencies (knowledge/ skills): Computer literacy in Word, and Excel. Excellent communication skills. Knowledge of quality assurance and National Core Standards. Knowledge of relevant legislation and policy related to this nursing specialty. Nursing Management qualification / skills. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Inherent requirements of the job: Will be required to work shifts, weekends, and public holidays.</p> |
| <u>DUTIES</u> | : | (key result areas/outputs): The candidate will be responsible for management and co-ordination of clinical nursing care in the Outpatient Department of the hospital. Effective management and utilization of Human and Financial Resources to ensure optimal clinical and operational function in the area. Manage training, orientation, learning, professional growth & development, and participation in research within the clinical environment on night duty. Support/ deputise for the Head of Nursing and support the Nursing department and the institution. |
| <u>ENQUIRIES</u> | : | Ms. F Baartman, tel. no. (021) 938-4055. |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates may be subjected to a practical/ competency assessment. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/245</u> | : | <p><u>OPERATIONAL MANAGER NURSING: SPECIALTY: PSYCHIATRY (ACUTE PSYCHOLOGY GERIATRIC WARD)</u></p> <p>Chief Directorate: Metro Health Services</p> |
| <u>SALARY</u> | : | R693 096 per annum |
| <u>CENTRE</u> | : | Stikland Hospital |
| <u>REQUIREMENTS</u> | : | <p>Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Psychiatry. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatry Nursing Science in terms of R212. Registration with a Professional Council: Current Registration with the SANC as a Professional Nurse and Psychiatry. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, after hours, public holidays, day or night and standby duties. Valid Drivers' Licence. Competencies (knowledge/ skills): Computer literacy (Ms Word, Excel and Power Point).</p> |
| <u>DUTIES</u> | : | (Key result areas/outputs): Provide leadership, supervision, planning, direction and control for the provision of improved patient centred care in a psychiatric ward. Implement an efficient and effective quality improvement programme. Implement an effective and efficient Resource management (human, health technology, financial and facility) plan. Overall Management of the nursing component, including students, ward clerk and household support. Implement an effective and efficient clinical practice in a specialised psychiatric ward. Manage infection control, development and training programmes for nursing and related staff. Provide support to the Deputy Manager Nursing office. |
| <u>ENQUIRIES</u> | : | Ms S Fredericks, tel. no. (021) 940 4424 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/246</u> | : | <p><u>OPERATIONAL MANAGER NURSING: GRADE 1 TO 2 (GENERAL UNIT: NURSING SERVICES)</u></p> <p>West Coast District</p> |
| <u>SALARY</u> | : | Grade 1: R549 192 per annum |
| <u>CENTRE</u> | : | Clanwilliam Hospital, Cederberg Sub-district |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends, public holidays, overtime as well as standby. Valid code B/EB driver's licence. Competencies (knowledge/ skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of relevant legislation and policies related to nursing within the public sector. Good organisational, inter-personal, leadership, decision-making and conflict resolution skills. Basic computer literacy. |
| <u>DUTIES</u> | : | (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. |
| <u>ENQUIRIES</u> | : | Mr NM Goeieman, tel. no. (027) 482-2166 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/247</u> | : | <u>ULTRASOUND RADIOGRAPHER: GRADE 1 TO 3</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R491 256 per annum Grade 2: R575 250 per annum Grade 3: R676 716 per annum |
| <u>CENTRE</u> | : | False Bay Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade1: None after registration with the HPSCA in Ultrasound Radiography. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 2: 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) 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: Will be required to perform after hour duties, including weekends and Public Holidays. Competencies (knowledge/ skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Experience and Diploma in Diagnostic Radiography will be an advantage. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. |
| <u>ENQUIRIES</u> | : | Dr J. Porter, tel. no. (021) 832 5209, Ms S. Bloch, tel. no. (021) 832 5286 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | 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)". Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE

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11 July 2025

POST 22/248

:

ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (SONOGRAPHER)

Chief Directorate: Central Karoo District

SALARY

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Grade 1: R491 256 per annum

Grade 2: R575 250 per annum

Grade 3: R676 716 per annum

CENTRE

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Beaufort-West Hospital

REQUIREMENTS

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Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography in respect of RSA-qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it 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 in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it 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 in Radiography (Ultrasound) in respect of RSA-qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willingness to drive to district hospitals and clinics. Willingness to work overtime when necessary. Competencies (knowledge/skills): Comprehensive sonography education and extensive hands-on experience, demonstrating a strong commitment to professional growth and lifelong learning through advanced education, research, and staff training. A thorough understanding of human anatomy and physiology is required, along with knowledge of disease pathologies as they relate to sonographic findings. A commitment to ethical practice, maintaining patient confidentiality, a professional demeanor, and the capacity to manage stressful situations calmly are essential. Strong abilities to interact effectively with both patients and medical staff, clearly explaining technical information and collaborating on patient care. Understanding of basic computer programs and the use of reporting systems.

DUTIES

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(key result areas/outputs): Use a variety of ultrasound equipment and perform a broad spectrum of procedures, such as abdominal, pelvic, obstetrics, gynecology, and vascular ultrasounds. Quality image analysis to accurately diagnose abnormalities. Provide quality patient-centered care to all patients. Undertake ongoing care of individual patients to ensure continuity of care. Actively participate as a member of the health service institution. Perform clinical audits in the department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional, and ethical standards. Provide support to junior medical and professional staff. Operate imaging equipment and review images to ensure they are of good quality. Report effectively. Identify normal and abnormal imaging results.

ENQUIRIES

:

Ms M Soldaat, tel. no. (023) 414- 8200

APPLICATIONS

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

NOTE

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No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written practical test 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 change in registration status. The pool

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| | | of applicants will be considered for similar posts within the Central Karoo District, for a period of 3 months from date of advert. 11 July 2025 |
| <u>CLOSING DATE</u> | : | |
| <u>POST 22/249</u> | : | <u>PROFESSIONAL NURSE GRADE 1 OT 2 (SPECIALTY: TRAUMA AND EMERGENCY) (3 POSTS)</u> |
| <u>SALARY</u> | : | Grade 1: R476 367 per annum Grade 2: R583 989 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Tygerberg Hospital, Parow Valley 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 a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency Nursing or Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: 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 in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/ skills): Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to Nursing training and skills development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific specialty clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical specialty unit. Utilize human, material and physical resources and development of self and others. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs F Baartman. Tel.no. (021) 938-4055 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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 Science: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/250</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 2 (PSYCHIATRY SPECIALITY: CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Alexandra Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse with Psychiatry. Registration with a professional council: Current registration with the SANC as Professional Nurse and psychiatry. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: 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 1year post-basic qualification in the relevant specialty.. Inherent requirements of the job: Willingness to provide relief duties on weekends and public holidays or when required. Drivers licence. Competencies (knowledge/ skills): Computer literacy. Knowledge of relevant legislation and policy related to Nursing training and skills development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Good organisational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team. Appropriate and recognisable experience in training of nurses.

DUTIES : (key result areas/outputs): Facilitate and teach all training in relation to mental health and development programmes of the nursing and support personnel in the Nursing Component as well as other departments as required. Facilitate all induction and mentorship programmes in conjunction with HRD Facilitate in-service training, skills update and competencies and skills of nursing personnel in mental health services Facilitate developmental research in nursing science with specific interest in mental health nursing science Facilitate student education and training with accredited service providers and tertiary institutions as well as placement to ensure achievement and maintenance of competence. Deliver a support service to the Nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Mr M. Njongonkulu, tel. no. (021) 503 5000
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 11 July 2025

POST 22/251 : **PROFESSIONAL NURSE GRADE 1 TO 2(SPECIALITY: CRITICAL CARE) (10 POSTS)**

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

CENTRE : Tygerberg Hospital, Parow Valley
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 a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: **Grade1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General. Inherent requirements of the job: Willingness to work shifts, day & night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/ skills): Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, & Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the specialty clinical department. Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service.

DUTIES : (Key result areas/outputs): Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of

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| | | nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others. |
| <u>ENQUIRIES</u> | : | Mrs F Baartman. Tel.no. (021) 938-4055 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | Candidates may be subjected to a practical assessment. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of 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: Critical Care Nursing: General. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/252</u> | : | <u>ASSISTANT DIRECTOR: FINANCE (DEBT MANAGEMENT)</u> Directorate: Management Accounting |
| <u>SALARY</u> | : | R468 459 per annum |
| <u>CENTRE</u> | : | Head Office: Cape Town |
| <u>REQUIREMENTS</u> | : | Minimum educational qualifications: An appropriate 3-year National Diploma or Degree in Accounting or equivalent. Experience: Appropriate experience in a hospital fees/finance environment. Appropriate experience with the compilation of AFS and application of General Recognised Accounting Practices. Appropriate working experience on the HIS Accounts Receivable System. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate working experience in the compilation of formal submissions. Appropriate supervisory experience in a financial environment. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and experience of the Hospital Fees policies and procedures. Knowledge and experience of UPFS tariff structures. Knowledge and experience of the HIS, Accounts Receivable System. Knowledge and experience in claims administration-submission to third party funders (State Departments and Medical Aids). Knowledge and experience of the Western Cape Health Facility Board and Committees Act. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities with mathematical and accounting literacy. Good organisational, planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Preparedness to work overtime, travel and overnight away when required. |
| <u>DUTIES</u> | : | (key result areas/outputs): Debt management and debt recovery strategies. Manage, monitor performance and meeting with external services providers and third party funders. Annual revision of UPFS/Sundry tariffs and updating of the procedure manuals and UPFS user guide. Manage the process of submitting claims to the RAF and COID, Oversee the payment of accounts and the allocation income received. Administration of Health Facility Boards financial matters, including the Annual Financial Statements and training. Supervision and development of staff. |
| <u>ENQUIRIES</u> | : | Mr. AE van Driel, tel. no. (021) 483-3297 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates would be expected to complete a competency test as part of the evaluation process. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/253</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> Chief Directorate: Emergency Clinical and Services Support |
| <u>SALARY</u> | : | R397 116 per annum |
| <u>CENTRE</u> | : | Sub-Directorate: Finance and Supply Chain Management |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate 3-year national diploma or degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience in the procurement of Goods and Services and Asset Management. Appropriate supervisory experience. Appropriate practical experience in Supply Chain Management, Logis and Electronic Procurement |

Solutions (ePS). Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Strong people management and supervisory skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, as well as Accounting Officer System. Appropriate knowledge of relevant supply chain management prescripts, departmental policies, delegations and procedures. Organisational, managerial, leadership skills and an aptitude for working with financial figures.

DUTIES : (key result areas/outputs): Ensure an effective and efficient procurement and provisioning service is delivered within the ECSS Directorates. Ensure an effective and efficient application of procurement policies and practises. Accurate and timeous preparation of monthly reports and assist with compilation of AFS and IFS. Perform LOGIS system controller functions for CD: ECSS. Provide an oversight to Asset management functions. Perform contract management and administration functions including monitoring supplier performance, price adjustments and ensure compliance to contract terms. Efficient and effective Human Resource management by ensuring proper application of HRM policies and prescripts.

ENQUIRIES : Ms S Ngodwana, tel. no. (021) 815-8817

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

NOTE : No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Senior Administrative Officer: Supply Chain Management posts within the Chief Directorate: Emergency & Clinical Services Support, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.

CLOSING DATE : 11 July 2025

POST 22/254 : **ARTISAN FOREMAN GRADE A (ELECTRICAL)**
Cape Wineland District

SALARY : R382 047 per annum
CENTRE : Brewelskloof Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical Artisanhip. Experience: 5 years' experience as an Artisan after obtaining the trade test certificate. Inherent requirements of the job: A valid wireman's licence. Valid (Code B/EB) driver's licence. Physically fit to perform duties. Must be available for standby duties after hours, on weekends and public holidays, and willing to work overtime when required. Competencies (knowledge/ skills): Conversant with the requirements of the Machinery and Occupational Health and Safety Act. (Act 85). Ability to fault-find and repair down to component level. Competent with hands-on practical work. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills. Sound knowledge of managing a workshop and staff members including all maintenance facets.

DUTIES : (Key result areas/outputs): Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Manage risks accordance to the OHSA Act. Responsible for supervising and coordinating all maintenance functions and tasks within the Sub-District. Perform administrative related functions, management of budget and expenditure of component. Mentoring of technical staff in the application of new technologies and procedures. Ensure effective staff performance management and provide in-service training as needed. Control over equipment, tools, plant and materials. Do quality assurance on all maintenance and repair work performed and keep register of all work done and keep control of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Provide support in ordering, procurement, and inventory control of maintenance materials and equipment. Responsible for all preventative maintenance and maintenance requests.

ENQUIRIES : Ms L Jendrissek, tel. no. (023) 348-1397

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

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

CLOSING DATE : 11 July 2025

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| <u>POST 22/255</u> | : | <u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)-OPD, SURGICAL MEDICINE (8 POSTS)</u> |
| <u>SALARY</u> | : | Grade 3: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum |
| <u>CENTRE REQUIREMENTS</u> | : | Groote Schuur Hospital, Observatory |
| | : | Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a Professional Council: Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Inherent requirements of the job: To work shifts including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices, Knowledge of Infection Prevention Control, control measures and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment. |
| <u>DUTIES</u> | : | (key result areas/outputs): Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms T Wulff tel. no. (021) 404 2109 |
| | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for the post. Short-listed candidates may be subjected to a compulsory competency test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)" The pool of candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/256</u> | : | <u>PERSONNEL OFFICER: EMPLOYEE SOURCING</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | Grade 1: R228 321 per annum |
| <u>CENTRE</u> | : | Northern /Tygerberg Sub-Structure Office |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Senior Certificate (or Equivalent). Experience: Appropriate experience in PERSAL and Recruitment and Selection processes. Inherent requirements of the job: Willingness to rotate within the component. Competencies (knowledge/ skills): Computer Literacy (MS Office, Word, Excel, Power Point and Outlook), numeracy and mathematical skills. Knowledge of the PM prescripts, Recruitment and Selection Policy in the Public Service Act and Regulations. Good interpersonal and organizational skills and ability to function under pressure and meet deadlines. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Render recruitment functions regarding the advertisement of posts. Verifications of documents, transfers and general administrative duties, including handling of correspondence and enquiries. Capture adverts on the S-CUBED system. Align advertisements with OSD, keeping track of progress of posts advertised. Maintain database of applications, co-ordinate shortlisting processes. Screening of EE profile, facilitate motivations for appointments and conduct training where necessary, providing effective support to Supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. P Petersen tel: (021) 815 8567 |
| | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | The pool of applicants will be considered for other similar posts as a Personnel Officer: Employee Sourcing within the Chief Directorate: Metro Health Services |

for a period of 3 months from the date of the advert. Shortlisted Candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post.

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| <u>CLOSING DATE</u> | : | 11 July 2024 |
| <u>POST 22/257</u> | : | <u>ADMINISTRATION CLERK: SUPPORT SERVICES</u> West Coast District |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum Swartland Hospital, Swartland Sub-district Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to perform overtime/standby duties when required. Willingness to Travel. Experience: Appropriate administrative experience in line with the Duties (key result areas/outputs). Competencies (knowledge/ skills): Ability to collate, verify/validate data, work accurately and methodically. Good interpersonal and organizational skills. Computer skills (MS Word, Excel and Outlook) |
| <u>DUTIES</u> | : | (Key result areas/outputs): Render an effective and responsive Telecom operator service for the Swartland Sub-District. Responsible to ensure effective Camera (CCTV monitoring system) and maintenance thereof. Issuing and collecting Access control cards as well as maintaining of a reliable database. Manage an effective Key management system for institution. Ensure effective and efficient control of Equipment within the Support Services Component. Support transport officer with managing of GG transport. Assist Supervisor with daily tasks pertaining to the following: (Linen, Porter Services, Mortuary, Grounds Maintenance and Contract Management) as well as supervising of staff. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr. J Timotheus tel. no: 022 – 487 9206 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates could be required /subjected to a practical exercise. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/258</u> | : | <u>ADMINISTRATION CLERK: ADMISSIONS</u> Chief Directorate: Central Karoo District |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum Bergsig Clinic, Langeberg Sub-district. Minimum educational qualification: Senior Certificate or equivalent. Experience: Appropriate experience in PHC Facility. Experience in PHCIS, Tier.Net, NHLS, Sinjani, Ideal Clinic. Experience in filing system. Inherent requirements of the job: Must be prepared to work 08 hours (i.e, Monday - Friday) and overtime when required. Valid (Code B / EB) driver's licence. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Compile headcount daily, weekly, and monthly data. Capturing data and compliments and complaints 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 the new client facility folder to be opened-correct stationery is placed in the folder and stickers to be printed. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mrs. MP Williams, tel. no (023) 626-8548. Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Langeberg Sub-district for a period of 3 months from date of advert." |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/259</u> | : | <u>PERSONEL OFFICER: ADVERTISING</u> Directorate: People Management Planning and Practices |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum Head office, Cape Town Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Good accurate typing skills. Good organising skills. Good interpersonal skills. |
| <u>DUTIES</u> | : | (key result areas/outputs): Process and draft request for advertising. Weekly placement of adverts in the external media, Public Service Vacancy Circular, Government website and online portal. Process invoices from the service |

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| | : | provider for payment of accounts to Finance. Effective and efficient record keeping with regards to advertising of posts. Liaise with districts/institutions with regard to problematic requests and follow up all pending request on a regular basis. Provide assistance to HR Officers with regard to the new advertising online portal. |
| <u>ENQUIRIES</u> | : | Ms A Nxala-Socenywa, tel. no. (021) 483-5778 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for the post. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/260</u> | : | <u>STAFF NURSE GRADE 1 TO 3 (MDR PAEDIATRIC WARD)</u> Chief Directorate: Cape Winelands District |
| <u>SALARY</u> | : | Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum |
| <u>CENTRE</u> | : | Brewelskloof Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with the SANC as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/ skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Mrs R Van Rooyen, tel. no. (023) 348 -1309 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Brewelskloof Hospital for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/261</u> | : | <u>NURSING ASSISTANT GRADE 1 TO 3 (CHRONIC WARD MEN A)</u> Cape Wineland District Office |
| <u>SALARY</u> | : | Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum |
| <u>CENTRE</u> | : | Cape Winelands TB Centre, Brewelskloof Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the SANC as Nursing Assistant. Registration with a Professional Council: Registration with the SANC as Nursing Assistant. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Willingness to rotate to other departments according to operational needs. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. |

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| | Enhance patient care through the implementation of SOP's, policies, and guidelines. |
| <u>DUTIES</u> | : (key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development. |
| <u>ENQUIRIES</u> | : Ms. C Konstable, tel. no. (023) 348 -1375 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for 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 the Cape Winelands TB Centre for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : 11 July 2025 |
| <u>POST 22/262</u> | : <u>NURSING ASSISTANT GRADE 1 TO 3 (PSYCHIATRY (1 POST), ORTHOPAEDICS (2 POSTS))</u> |
| <u>SALARY</u> | : Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum |
| <u>CENTRE</u> | : Groote Schuur Hospital, Observatory |
| <u>REQUIREMENTS</u> | : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a Professional Council. Registration with the SANC as Enrolled Nursing Assistant. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant. Inherent requirements of the job: To work shifts and after-hours including weekends, public holidays and night duty. To rotate to other departments. Competencies (knowledge/skills): Knowledge of Nursing Practices. Infection Prevention Control, control measures and practices. Ability to interpret basic clinical signs and symptoms. Basic computer literacy. Ability to lift and turn patients, stand for long hours and lift heavy equipment. |
| <u>DUTIES</u> | : (key result areas/outputs): Assist patients with activities of daily living (physical care). Provide quality basic nursing care. Practice nursing in accordance with the laws and regulations relevant to nursing. -Maintain professional growth, ethical standards and self-development. Provide elementary clinical nursing care. Utilise human, material and physical resources efficiently and effectively. |
| <u>ENQUIRIES</u> | : Ms T Wulff tel. no. (021) 404 2109 |
| <u>APPLICATIONS</u> | : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : No payment of any kind is required when applying for 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 candidates will be considered for similar vacant posts within Groote Schuur Hospital for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : 11 July 2025 |
| <u>POST 22/263</u> | : <u>NURSING ASSISTANT GRADE 1 TO 3 (PAEDIATRICS C GROUND AND OPD)</u> Chief Directorate: Rural Health Services |
| <u>SALARY</u> | : Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum |
| <u>CENTRE</u> | : George Regional Hospital |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as a Nursing Assistant. Experience: Grade 2: A minimum of 10 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years' appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to perform duties at irregular hours, including night duty, overtime, stand-by Overtime and relief work in the Departments to ensure effective provision of services. Willingness to rotate within the hospital when required. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Knowledge to relevant nursing legislation, policies and protocols of the Department of Health, Western Cape. |
| <u>DUTIES</u> | : | (key result areas/outputs): Assist patients with activities of daily living (physical care). To provide elementary clinical nursing care. Effective utilization of physical and financial resources. Maintain professional growth/ ethical standards and self-development. |
| <u>ENQUIRIES</u> | : | Ms LA Campbell, tel. no. (044) 802-4371 / 4537 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for the post. Shortlisted candidates will be subjected to a practical. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within George Regional Hospital for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/264</u> | : | <u>HOUSEKEEPING SUPERVISOR</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R193 359 per annum |
| <u>CENTRE</u> | : | Elsies River CHC |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7) Experience: Experience in housekeeping and cleaning in a health care facility environment Experience in management and ordering of stock. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, public holidays) Manage and provide general housekeeping and cleaning services. Ability to perform physical tasks e.g. utilization of cleaning equipment etc. Competencies (knowledge/ skills): Supervisory Skills, delegation of duties and optimal utilization of sub-ordinates. Understanding of hospital waste management, Infection Prevention & Control, Linen management and time management. Plan staff shift rosters & do in-house training of housekeeping staff. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Supervise the provisioning of housekeeping, cleaning, safeguarding, maintenance services and inspect the duties of the Household Aids Ensure high standard of cleaning by effective management of waste control Handle administrative duties e.g. leave, correspondence, reports etc. Supervise human and physical resources. Supervise linen operations Develop and manage duty rosters for housekeeping staff. Supervision and allocation of staff and delegation of functions. |
| <u>ENQUIRIES</u> | : | Mr. L Makamba, tel. no. 021 819 9032 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | The pool of applicants will be considered for other vacant Housekeeping Supervisor 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. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/265</u> | : | <u>FOOD SERVICES SUPERVISOR (3 POSTS)</u> |
| <u>SALARY</u> | : | R193 359 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC)/ Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirements of the job: Ability to do physical tasks. Be able to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies on nutrition and different diets or large scale food preparation according to standard recipes. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Responsible for hygiene. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Implement standard menu, production planning and correct procedures for receipt, storage, preparation, portioning and distribution of meals. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients). |
| <u>ENQUIRIES</u> | : | Ms R Keyser, tel. no. (021) 938-4135 |
| <u>APPLICATIONS</u> | : | Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications") |
| <u>NOTE</u> | : | No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/266</u> | : | <u>SOCIAL AUXILIARY WORKER</u> |
| <u>SALARY</u> | : | Grade 1: R192 972 per annum Grade 2: R227 292 per annum Grade 3: R270 009 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a Professional Council: Registration with SACSSP as a Social Auxiliary Worker. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate experience as Social Auxiliary Worker after registration with the SACSSP or No experience as Social Auxiliary Worker after registration with the SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience as Social Auxiliary Worker after registration with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP or No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as a Social Worker with the SACSSP. Competencies (knowledge/ skills): Skills and knowledge of working within a hospital/medical setting. Skills in providing psycho-social assessments. Sound knowledge of relevant community resources and computer literacy. Sound interpersonal and communication skills. Experience in assessments and interventions to patients in a medical setting in an acute hospital. Knowledge of all relevant Acts and protocols. Ability to function within a multi-disciplinary team setting and to work within a group at all levels of authority. Good interpersonal and networking skills. Ability to work independently and under pressure. |
| <u>DUTIES</u> | : | (Key result areas/outputs): To provide support to the social workers, patients and their support systems in an acute tertiary hospital and to promote community integration of patients. Undertake psychosocial assessments, give advice and refer to appropriate resources. Maintain all administrative functions on work undertaken. Undertake telephonic enquiries and patient follow ups. Provide appropriate feedback to multi-disciplinary team. |
| <u>ENQUIRIES</u> | : | Enquiries: Ms. N Majodina, tel. no. (021-404-5441/ 5430/1/2) |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment. 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"

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| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/267</u> | : | <u>SECURITY OFFICER (2 POST)</u> |
| <u>SALARY</u> | : | R163 680 per annum |
| <u>CENTRE</u> | : | Groote Schuur Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7) Registration with a Professional Council: Candidates have to be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in health facility. Inherent requirements of the job: To work shifts, change shifts when required and be available on a 24-hour basis. Must have a valid driver's license. Competencies (knowledge/ skills): Good interpersonal and communication skills. Be responsible and diligent and ability to work under pressure and the ability to work in a team as well as independently and change to any shift when required. Must be physically fit. Knowledge of security related prescripts, regulations and procedures as well as Basic knowledge of the Occupational Health & Safety Act |
| <u>DUTIES</u> | : | (Key result areas/outputs): Ensure access/egress control, patrolling of buildings, parking areas and perimeter fencing. -Investigation of crimes, incidents and security breaches and taking and writing of statements and reports. Controlling of all hospital keys. Supervise outsource security officers. |
| <u>ENQUIRIES</u> | : | Mr S. Ndzuze, tel. no. (021) 404-3111 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/268</u> | : | <u>SECURITY OFFICER (3 POST)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R163 680 per annum |
| <u>CENTRE</u> | : | Lentegeur Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade C or higher with the Security Board in terms of the Security Industry Regulatory Authority Act PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirements of the job: Willingness to work shifts, public holidays, weekends, and to be rotated. Willingness to perform delegated duties in all units on a rotation basis. Competencies (knowledge/ skills): A genuine interest to work in Psychiatric and Forensic units. A strong sense of responsibility and the ability to function independently in challenging situations. Knowledge of Management of aggression and violence. Self-discipline, self-motivated and the ability to work under pressure. Good listening, writing reports, conflict and group handling skills. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Access/Egress control also escorting of patients on/off hospital premises. Assistance to personnel with the handling of aggressive/violent and uncontrolled patients. Delivery of a supportive security service to allocated areas with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support to the Operational Manager. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Reporting and recording of all incidents/patient movements/ patient related activities. |
| <u>ENQUIRIES</u> | : | Mr Z Gayiya / Mr ST Mndende, Tel. no. (021) 370 1400/1404 |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/269</u> | : | <u>PORTER (PORTER SERVICES)</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | New Somerset Hospital |

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| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate porter experience in a Public Health facility/hospital. Inherent requirements of the job: Ability and willingness to work shifts, weekends and public holidays as required. Willingness to perform duties at irregular hours and overtime. Must be of sober habits. Competencies (knowledge/ skills): Ability to achieve and maintain good interpersonal relations with staff and the service providers. Knowledge of the Occupational Health and Safety Act. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Accompany walking patients and safety transport sitting non-walking patients per wheelchair/bed trolley to and from different departments/wards. Render assistance to nursing/medical staff with the transfer of patients to beds/wheelchairs and vice versa. Check and report and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Report any defects of trolleys or wheelchairs to supervisor. Respond to requests from wards and departments. Ensure a safe and hygienic work environment as well as collecting and cleaning equipment. |
| <u>ENQUIRIES</u> | : | Mr Q Petersen, tel. no. (021) 402 6182 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/270</u> | : | <u>LINEN STORES ASSISTANT</u> Chief Directorate: West Coast District |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Swartland Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to relieve other departments. Valid (Code B/EB) driver's licence. Ability to do physical hard work and stand for long hours. Competencies (knowledge/ skills): Good interpersonal relations with supervisor, colleagues, and the public. Ability to function in a group. Ability to read and write. Ability to sort and count linen. Knowledge of using washing machines/ tumble dryers. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Collect/ deliver either soiled/ clean linen with a trolley from and to wards. Empty linen bags, sorting, counting, and cleaning area. Load/ off load linen bags on and off truck. Pack shelves in linen bank and packaging of linen for despatching. Render a support service to supervisor and act as relief driver for Linen Bank. Wash, dry and iron small quantities of linen, clothing, and other textiles. Assist with daily cleaning of linen areas. |
| <u>ENQUIRIES</u> | : | Mr J Timotheus, tel. no. (022) 487 9206 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/271</u> | : | <u>FOOD SERVICES AID (5 POST)</u> |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Tygerberg Hospital |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a large-scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Good communication skills. |
| <u>DUTIES</u> | : | (Key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist |

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| | : | with the informal in-service training of new employees. Attend prescribed training courses. |
| <u>ENQUIRIES</u> | : | Ms R Keyser, tel. no. (021) 938-4135 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | Candidates may be subjected to a practical assessment. No payment of any kind is required when applying for this post. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/272</u> | : | <u>FOOD SERVICES AID</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | False Bay Hospital |
| <u>REQUIREMENTS</u> | : | Minimum Requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large food service unit, within a hospital setting. Inherent requirements of the job: Willingness to work shifts, overtime, weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/ skills): Knowledge of hygiene, Occupational Health, HACCP and safety principles. |
| <u>DUTIES</u> | : | (Key result areas/outputs): -Assist in receipt, store of all provisions and stock in the food service unit. Prepare; produce and dish all normal and therapeutic diets. Weigh, dish and distribute foods to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operating procedures. Maintenance of apparatus and equipment. Human Resource support to supervisor. |
| <u>ENQUIRIES</u> | : | Mr T Dani , tel. no. (021) 832-5233 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for this post. The pool of applicants will be considered for other similar vacant posts within the Chief Director: Metro Health Services, for a period of 3 months from the date of the advert |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/273</u> | : | <u>FOOD SERVICE AID</u> West Coats District |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | Citrusdal Hospital, |
| <u>REQUIREMENTS</u> | : | Minimum educational qualification: Basic literacy and numeracy. Experience: The preparation of food and the maintenance of a clean hygienic work environment. Inherent requirements of the job: Willingness to work after hours to meet operational requirements. Ability to work in a team across the service platforms. Competencies (knowledge/skills): Knowledge of hygiene, occupational health, HACCP and safety principles. Verbal and written communication skills. |
| <u>DUTIES</u> | : | (key result areas/outputs): Rendering of food services. Apply hygiene, occupational health and safety directives. Maintain apparatus and equipment. Support the Human Resource function. |
| <u>ENQUIRIES</u> | : | Mr R Layman, tel: 022 921 2153 |
| <u>APPLICATIONS</u> | : | Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications"). |
| <u>NOTE</u> | : | No payment of any kind is required when applying for the post. Candidates will be subjected to a practical assessment. |
| <u>CLOSING DATE</u> | : | 11 July 2025 |
| <u>POST 22/274</u> | : | <u>CLEANER</u> Chief Directorate: Metro Health Services |
| <u>SALARY</u> | : | R138 486 per annum |
| <u>CENTRE</u> | : | False Bay Hospital |
| <u>REQUIREMENT</u> | : | Minimum Requirement: Basic numeracy and literacy. Experience: Appropriate experience in a cleaning environment in a health facility. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty and over-time when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/ skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. |

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: (Key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Optimal support to Supervisor, Housekeeper and colleagues.

ENQUIRIES

: Ms B Tyutu tel. no. (021) 832 5206

APPLICATIONS

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

NOTE

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

CLOSING DATE

: 11 July 2025