

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

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

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

**OTHER POSTS**

**POST 26/181** : **HEAD CLINICAL UNIT: MEDICAL (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R2 084 754 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: It will be expected of the successful Head: Clinical Unit to work commuted overtime, limited to 12 hours, if operational requirements so demand. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, the Ideal Hospital framework, the Regulated Norms and Standards, EDL, Standard Treatment Guidelines and evidence-based clinical care. Clinical service delivery in accordance with the Level 2 package of care for Obstetrics and Gynaecology, and experience in driving continuous quality improvement, clinical risk identification and mitigation, and managing medico-legal matters. Proven experience with supervising staff, training junior doctors, and managing financial and other resources, with the ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity. Track record in training of both under-graduate and post-graduate healthcare personnel. Computer literate in MS package.

**DUTIES** : Fulfil the role and duties of Head of the Obstetrics Department in rendering an efficient and cost-effective specialised Obstetric service to patients managed by the Mowbray Maternity Hospital, including the delivery of outreach and support services. Ensure clinical governance and quality management for the Obstetrics Service at Mowbray Maternity Hospital and respond to medical and legal incidents as they arise. Ensure the rational use of resources (including laboratory investigations, medication, consumables and equipment) and manage human, financial and capital resources in the Obstetric Department. Deliver effective and efficient management of the Obstetrics Department, and provide strategic leadership, planning and decision-making as a member of the Hospital Executive Management. Plan and partake in the training of staff including Registrars, Medical Officers, Community Service Medical Officers and Interns. Participate in the functioning of the Department of Obstetrics and Gynaecology at the University of Cape Town, including the training of UCT students in the discipline of Obstetrics and Gynaecology, and ensure that research appropriate to the local health setting is promoted at Mowbray Maternity Hospital.

**ENQUIRIES** : Ms JC Joemat Tel No: (021) 659-5544  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. This is a Joint Staff Appointment with the University of Cape Town. Candidates will be subjected to a written/practical; oral and competency bases assessment.

**CLOSING DATE** : 08 August 2025

<b><u>POST 26/182</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY: CRITICAL CARE)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 553 670 per annum Grade 2: R1 773 222 per annum Grade 3: R1 936 806 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital and The University Of Cape Town
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Paediatric Critical Care or Paediatric Pulmonology. Registration with a professions Council: Registration with the HPCSA as a Medical Specialist in Paediatric Critical Care or Paediatric Pulmonology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Paediatric Critical Care. <b>Grade 2:</b> 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 Paediatric Critical Care. <b>Grade 3:</b> 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 Paediatric Critical Care. Inherent requirements of the job: Post specialisation experience in Paediatric Intensive Care including peri-operative care of cardio-thoracic, neuro-surgical and trauma patients is essential. A valid driver's licence. Commuted overtime is compulsory 16 hours per week. Competencies (knowledge/skills): Good interpersonal and communication skills Ability to work under pressure and maintain a high standard of professionalism. Ability to work in a multi-disciplinary team. Proven Leadership abilities. Experience in supervision of staff and students. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Computer literacy.
<b><u>DUTIES</u></b>	:	Clinical Service Delivery: Within the PICU and 16 hours per week commuted overtime. Provide comprehensive, high-quality paediatric critical care clinical services. Conduct ward rounds/ multidisciplinary clinical meetings, Morbidity and mortality meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Teaching: Undergraduate & post graduate students, nursing staff, rotating registrars / medical officers and senior registrars. Research: Participation in existing and conducting new research projects within the department and stay abreast of clinical developments. Administration: Liaising with Hospital management and the Department of Paediatrics and Child Health.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr S Salie, email: <a href="mailto:shamiel.salie@uct.ac.za">shamiel.salie@uct.ac.za</a>
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/183</u></b>	:	<b><u>CLINICAL MANAGER (MEDICAL) GRADE 1</u></b> Overberg District
<b><u>SALARY</u></b>	:	Grade 1: R1 422 810 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Hermanus Hospital
	:	Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid driver's license. Willingness to commuted overtime. Willing to work weekends and public holidays. Competencies (knowledge/skills): Appropriate Clinical experience. Appropriate clinical governance knowledge and skills. Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good interpersonal relationships, exceptional leadership and conflict resolution skills. Knowledge of financial and human resource management, change management and other relevant

	general management skills. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Good computer skills.
<b><u>DUTIES</u></b>	: Clinical outcomes of Medical Officer and allied health division in Overstrand Sub-district. Support to Manager: Medical Services and Management Team. HR Management of the Medical Officer and Allied Health division of the Overstrand Sub-district. Financial Management of Medical officers and Allied health division of the Overstrand Sub-district. Good quality innovation management of the Medical Officer and Allied Health division of the Overstrand Sub-district.
<b><u>ENQUIRIES</u></b>	: Dr F Fourie Tel No: (028) 313-5201
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the inter-view. 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). Candidates will be required to undergo a competency assessment.
<b><u>CLOSING DATE</u></b>	: 08 August 2025
<b><u>POST 26/184</u></b>	: <b><u>SENIOR REGISTRAR (SUB-SPECIALITY) PAEDIATRIC NEUROLOGY</u></b> (24 Month Contract)
<b><u>SALARY</u></b>	: R1 271 901 per annum, (A portion of the package can be structured according to the individual's needs).
<b><u>CENTRE</u></b>	: Red Cross War Memorial Children's Hospital, University of Cape Town
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration: 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 post graduate level. Ability and willingness to supervise medical students and rotating registrars.
<b><u>DUTIES</u></b>	: Clinical Service Delivery: Comprehensive Paediatric Neurology and general paediatric clinical care and service delivery in the Western Cape Paediatric Neurology service outpatient and inpatients under the direction of specialist supervisors. After-hours calls as for senior registrars in the Department of Paediatrics & Child Health (UCT) and responsible to the director of the registrar programme. Administration and Management of the Unit of Paediatric Neurology including ensuring correct patient data and statistics. Efficiently manage clinical notes, including generating letters, providing feedback to referring doctors, contributing to databases, and using designated ICD-10 codes. Teaching: Contribute and facilitate learning of undergraduate students and Paediatric registrars attached to the clinic and ward. Learning: Rotation through areas of Red Cross War Memorial Children's Hospital. To acquire training in Paediatric Neurology including completing the required training logbook and to successfully pass the College of Medicine of South Africa Fellowship in Paediatric Neurology examination to enable certification as a paediatric Neurologist 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.
<b><u>ENQUIRIES</u></b>	: Prof Jo Wilmshurst Tel No: (021) 658 5370 / 5434 or <a href="mailto:jo.wilmshurst@uct.ac.za">jo.wilmshurst@uct.ac.za</a>

<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for 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 Childrens 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. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment. It will be expected of shortlisted candidates to be: available at the venue on the time and date as determined by the Department and bring along recently (not older than 6 months) certified copies of your Identity Document (ID), driver's license (if applicable for the post), qualification and/or proof of registration at relevant statutory body. Failure to adhere to the aforementioned may lead to his/her application being disqualified and not further considered.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/185</u></b>	:	<b><u>REGISTRAR (RADIATION ONCOLOGY) (X3 POSTS)</u></b> (4-Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Inherent requirement of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver licence. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Current certificate of ATLS/ACLS. Research methodologies. Professionalism, good communication and interpersonal skills, being a team player and leadership. Oncology or Palliative care experience. Appropriate and sufficient clinical experience since obtaining the degree of MBChB.
<b><u>DUTIES</u></b>	:	Attending to Oncology patients in clinic and ward settings. Mentor, support, and assist junior colleagues. Participation in performance appraisals/assessments. Involvement in research/audits relating to Radiation Oncology. Participation in

the academic activities and teaching responsibilities of the division. Provision of appropriate Oncology care to cancer patients according to accepted protocols under the guidance of the Consultant Radiation Oncologist. Administrative tasks required for optimal patient care and well-organised and efficient clinics and wards. Improving and updating knowledge through participation in teaching and training sessions and self-learning. Radiotherapy planning and treatment skills development.

**ENQUIRIES  
APPLICATIONS**

: Prof Z Mohamed Tel No: (021) 404 4263  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post. Preference will be given to SA citizens/permanent residents with a valid identity document\*. No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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). Candidates will have to undergo profiling assessments prior to appointment. 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 Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Please ensure that you attach an updated CV. Groote Schuur Hospital has adopted the department's ecosystem framing of its training platform. Accordingly, all registrar appointments may be called upon to work across this platform and may include rotations at Metro West and Rural East hospitals. This includes Red Cross War Memorial Children's Hospital, New Somerset Hospital, Mitchells Plain District Hospital, Victoria Hospital and George Provincial Hospital.

**CLOSING DATE**

: 08 August 2025

**POST 26/186**

: **MEDICAL OFFICER GRADE 1 TO (SURGERY)**  
Chief Directorate Rural Health Services

**SALARY**

: 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).

**CENTRE  
REQUIREMENTS**

: Paarl Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a Professional Council: Registration with the HPCSA as Medical Officer. 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 who 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 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: Participate in the after-hours call system. Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively. Competent and willing to work across disciplines if required.
<b><u>DUTIES</u></b>	:	Financial management by effective and efficient use of resources. Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester healthcare ecosystem. Ensure compliance by means of maintaining high quality clinical records. Adhere to requirements for all HR matters and Code of Conduct.
<b><u>ENQUIRIES</u></b>	:	Dr W Johnson <a href="mailto:Wayne.Johnson@westerncape.gov.za">Wayne.Johnson@westerncape.gov.za</a> Tel No: (021) 860 2584
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be 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).
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/187</u></b>	:	<b><u>REGISTRAR (MEDICAL) (RADIOLOGY) (X4 POSTS)</u></b> (5 Year Contract)
<b><u>SALARY</u></b>	:	R1 001 349 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Competencies (knowledge/ skills): Primary Examination – Part 1 FC Rad (Diag.) SA. Supervised clinical experience in any aspect of diagnostic imaging. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Appropriate general medical and radiology experience. Computer skills including typing, managing spreadsheets and using databases. Verbal and written communication skills. Inherent requirements of the job: Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training hospital but will be required to work across the distributed training platform. Valid (Code B/EB) driver's licence, willingness and ability to travel.
<b><u>DUTIES</u></b>	:	Provision of safe, comprehensive 24-hour tertiary level diagnostic service to patients at Tygerberg Hospital and associated training hospitals. Produce timeous and accurate radiological reports and assist in optimal workflow through imaging domains. Perform onsite after-hours duties as per call roster. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training medical students, nursing staff and radiographers. Learn critical skills required of Radiologist. Involvement in research/audits relating to Radiodiagnosis.
<b><u>ENQUIRIES</u></b>	:	Prof C Ackermann Tel No: (021) 938-9320
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as

personal. As such they are entitled to receive pay progression. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised 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 Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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)".

<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/188</u></b>	:	<b><u>MEDICAL SPECIALIST: GRADE 1 TO 3 (SUB-SPECIALTY) PAEDIATRIC INFECTIOUS DISEASES (5/8TH POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R971 043 per annum Grade 2: R1 108 263 per annum Grade 3: R1 210 503 per annum A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Red Cross War Memorial Children's Hospital, University Of Cape Town Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-specialist in Paediatric Infectious Diseases. Registration: Registration with the HPCSA as Medical Sub-specialist in Paediatric Infectious Diseases. Experience <b>Grade 1</b> : None after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases. <b>Grade 2</b> : A minimum of 5 years' appropriate experience as Medical Subspecialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). <b>Grade 3</b> : A minimum of 10 years' appropriate experience as Medical Sub-specialist after registration with the HPCSA as Medical Subspecialist in Paediatric Infectious Diseases (or recognised foreign Health Professional Council in respect of foreign qualified employees). Inherent requirement of the job: Willingness to travel within the District and Metro Region. Valid Driver's Licence. Competencies (knowledge/skills): Ability to comprehensively manage all child and adolescent paediatric infectious diseases cases including intensive management of tertiary level patients. Proven leadership abilities. Experience in supervision of staff. Experience in effective manage of allocated resources. Proven experience in teamwork. Proven knowledge/skills and experience in principles of service planning, organizing, implementation, monitoring and evaluation. Proven ability to adhere to all departmental requirements and protocols. Proven knowledge of public health and public health policies, guidelines and related prescript to manage resources effectively. Research experience as a primary investigator or research supervisor. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide comprehensive, high-quality child and adolescent paediatric infectious diseases and general paediatrics clinical services. Clinical leadership and relevant oversight of daily clinical operations of a multidisciplinary paediatric infectious diseases team and a general paediatrics team in a tertiary setting. Provide outreach and support to referrers and referring institutions, as required. Conduct ward rounds/ multidisciplinary clinical meetings. Manage and effectively/efficiently use allocated resources. Effective and efficient administration of clinical services. Adhere to requirements for all people management matters. Create a learning environment for students and junior colleagues both under- and postgraduate as required. Do appropriate clinical

		audits and research within the department to stay abreast of clinical developments.
<b><u>ENQUIRIES</u></b>	:	Dr J Nuttal Tel No: (021) 685 5111, Email: <a href="mailto:James.Nuttal@uct.ac.za">James.Nuttal@uct.ac.za</a>
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/189</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDICAL SUPPORT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R896 436 per annum, A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 4-year National Diploma/Degree or equivalent in Health Sciences registrable with the South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate supervisory experience. Experience as a Mental Health Care Practitioner as defined in the Mental Health Care Act 17 of 2002" means a psychiatrist or registered medical practitioner or a nurse, occupational therapist, psychologist or social worker who has been trained to provide prescribed mental health care, treatment and rehabilitation services. Inherent requirements of the job: Valid driver's license. Willingness to overtime, weekends and public holidays to meet operational requirements. Competencies (knowledge/skills): Knowledge of the Quality Assurance framework and the related internal and external policies Statistical analytical skills. Appropriate knowledge and skills related to rehabilitation. Ability to identify, successfully initiate and develop new health projects. Change-management skills. Computer skills. Sound knowledge of the Mental Health Care Act, 2002 (Act 17 of 2002), and the mental-health care package, policies and the ethos of community-based mental-health care. Sound knowledge and understanding of the health-care management systems including patient management systems, referral systems and Emergency Psychiatric Services.
<b><u>DUTIES</u></b>	:	Effective and efficient operational management and planning of the Clinical Support Services in the psychiatric hospital in terms of the relevant acts and regulations. Supervising Clinical Support Services. Manage the Quality Assurance and Risk Management program for the hospital by taking overall responsibility for the implementation of the National Core Standards for psychiatric health facilities. Act as the delegated official to manage the documentary compliance with the Mental Health Care Act, 2002 (Act 17 of 2002). Responsible for liaison with the Mental Health Review Board and for ensuring the resolution of all identified problems. Support the CEO to ensure effective and efficient functioning of the hospitals business units and support the development of matrix-management teams.
<b><u>ENQUIRIES</u></b>	:	Ms L. Saville Tel No: (021) 503-5004.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/190</u></b>	:	<b><u>FACILITY MANAGER (PRIMARY HEALTH CARE)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R896 436 per annum, (A portion of the package can be structured to the individual's personal needs).
<b><u>CENTRE</u></b>	:	Delft Community Health Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three year Diploma/Degree in a Health related or Managerial field. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health Sector experience. Computer literacy (MS Office).



<b><u>DUTIES</u></b>	:	General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes and Monitoring and evaluation thereof. Sound financial, Supply Chain Management, facilities management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with internal and external customers. Information and data management. Stakeholder Engagement.
<b><u>ENQUIRIES</u></b>	:	Mr. A Patientia Tel No: (021) 815-8866
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. 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. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/191</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING SPECIALTY (ANTENATAL WARD)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R693 096 per annum
<b><u>CENTRE</u></b>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognizable 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/ recognizable experience in the specific speciality after obtaining the 1-year post basic qualification in the relevant speciality. Inherent requirement of the job: Willingness to work after hours, weekends and public holidays, on day and night duty as required. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the Public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Computer literacy.
<b><u>DUTIES</u></b>	:	The appointed candidate will be responsible for the coordination and rendering of optimal, holistic and quality Perinatal and Neonatal Health care within standards and a professional / legal framework. Manage the utilization and supervision of all resources effectively. Coordinate the provision of training and research effectively. Provision of effective support to nursing services and hospital management. Maintain professional growth/ethical standards and self-development.
<b><u>ENQUIRIES</u></b>	:	Mrs. M Holland Tel No: (021) 659-5550
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/192</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: IPC, QA AND OHS)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Knysna Hospital, Garden Route District
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration

	with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Occupational Health Nursing Science. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years' appropriate/recognizable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of Project- and Financial management. Ability to analyse and interpret Health systems information, compile reports and present the data to direct planning. Good organisational, interpersonal, creative problem-solving and research skills. Computer literacy (MS Office). Ability to communicate effectively both (written and verbal).
<b><u>DUTIES</u></b>	: Support the Health Establishments (HE) staff meet the Ideal Clinic Realization and Maintenance (ICRM) and Ideal Hospital Realization and Maintenance (IHRM). Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning and addressing Quality Improvement (QI), Infection Prevention & Control (IPC) and Occupational Health and Safety (OHS) training needs and maintaining and updating the Health Establishment training database. Monitor data quality in the Health Establishment.
<b><u>ENQUIRIES</u></b>	: Ms CG Wagener Tel No: (044) 302-8400
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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: Occupational Health Nursing Science with the South African Nursing Council. The pool of applicants will be considered for similar vacant posts within Garden Route District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	: 08 August 2025
<b><u>POST 26/193</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MENTAL HEALTH)</u></b> Overberg District
<b><u>SALARY</u></b>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	: Caledon Clinic, Theewaterskloof Sub-district
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse with Psychiatry. Post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Psychiatry. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the specialty. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to rotate and consult patients at different facilities within the Sub-district. Competencies (knowledge/skills):

		Good Interpersonal and communication skills. Computer literacy (Microsoft Word). Knowledge and insight of relevant legislation and policy related to Mental Illness within the public sector. Ability to consult with clients who require mental health counselling.
<b><u>DUTIES</u></b>	:	Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in Mental Health care delivery. Liaise with other role players. Conduct research related to Mental Health and service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms H Human Tel No: (021) 028 214-1070
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo 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 a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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: Advanced Psychiatric Nursing Science. The pool of applicants will be considered for similar vacant posts within Overberg District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/194</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R476 637 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Merweville CC, Beaufort West Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Must be able to operate mobile clinic vehicle. Willingness to assist at PHC Clinics in Sub-district. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
<b><u>DUTIES</u></b>	:	Assist with the Management of the Burden of Disease according to the Comprehensive Health programmes. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities. Assist with the management of Human resources, Finance, SCM, Strategy and Health support and Infrastructure and equipment management under supervision.
<b><u>ENQUIRIES</u></b>	:	Ms J Nel Tel No: (023) 414 - 8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also

apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). The pool of applications will be considered for similar vacant posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.

**CLOSING DATE**

:

08 August 2025

**POST 26/195**

:

**CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)**  
Cape Winelands District

**SALARY**

:

Grade 1: R476 367 per annum  
Grade 2: R583 989 per annum  
(plus, a non-pensionable rural allowance of 8% of the basic annual salary)

**CENTRE**

:

Op die Berg Clinic, Witzenberg Sub-district

**REQUIREMENTS**

:

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

**DUTIES**

:

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

**ENQUIRIES**

:

Mr. L Wawini Tel No: (023) 316-9600

**APPLICATIONS**

:

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

**NOTE**

:

No payment of any kind is required when applying for the post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applicants will be considered for similar vacant posts within Witzenberg Sub-district for a period of 3 months from date of advert.

**CLOSING DATE**

:

08 August 2025

<b><u>POST 26/196</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 637 per annum Grade 2: R583 989 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	George Regional Hospital Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Midwifery and Neonatal Nursing Science after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Willingness to rotate within the Obstetrics and Gynaecology and Neonatology Paediatric department. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the Obstetrics and Gynaecology and Neonatology Paediatric Department.
<b><u>DUTIES</u></b>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of Human and Physical Resources. Support Nurse Manager with Staff Supervisory Function. Maintain professional growth/ethical standards and self- development of self and others. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms C Potts Tel No: (044) 802-4553 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidate will be subjected to a practical. 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 a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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: Advanced Midwifery and Neonatal Nursing Science with the South African Nursing Council. 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/197</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY) (MALE ADMISSION WARDS) (X3 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Lentegeur Hospital 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 duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science.: Registration with a Professional Council: Registration with the SANC as Professional Nurse and Psychiatry. Experience: <b>Grade 1:</b> A minimum of 4 years

		appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health and Wellness Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit. Computer literacy in MS packages (Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Provide optimal, holistic specialized psychiatric nursing care within set standards and professional/legal framework. Effective utilization of human, financial and physical resources(equipment and consumables). Participation in appropriate personal /professional development activities: Self, students, other categories of staff. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures.
<b><u>ENQUIRIES</u></b>	:	Mr. MM Banzi Tel No: (021) 370-1248
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written/practical and oral assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/198</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL) (WARD D NEURO) (X1 POST) (RELIEF TEAM) (X1 POST)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years recognisable experience in Nursing after registration with SANC as a professional Nurse in General Nursing. <b>Grade 3</b> A minimum of 20 years recognisable experience in nursing after registration with SANC as a professional Nurse in General Nursing. Inherent requirement of the job: Willingness to work shifts,day and night duty, weekends and public holidays when required by operational requirements. Competencies (knowledge/skills): Knowledge and understanding of Nursing processes, procedures and other relevant legal and ethical practises. Computer Literacy in MS Office and MS outlook. Good Communication skills. Good report writing skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic, Nursing Care within set standards and within a professional, legal framework as a Professional Nurse. Effective utilization of Human and Financial Resources to ensure optimal operational function in the area. Participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution.

		To maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms. H. Brenton Tel No: (021) 370-2314.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview." This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/199</u></b>	:	<b><u>CSSD MANAGER</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Sterilization and Decontamination Services as a junior manager/supervisor. Inherent requirement of the job: Competencies (knowledge/skills): Sound knowledge of sterilisation and gas sterilisation practices and Decontamination processes. Strong leadership, strategic, interpersonal, negotiation, facilitation, counselling, operational contingency planning, managerial and organisational skills. Computer literacy (MS Word, Excel, PowerPoint). Independent effective decision making and problem-solving skills within the limits of the Public Sector policy framework. Understanding of and competency in Public Sector financial management system including budgeting and expenditure control. Understanding of and competency of Human Resource Management and Development particularly as it applies to the public levels and skills mix, skills development and training, discipline, and labour relations.
<b><u>DUTIES</u></b>	:	Manage, organize and control Central of Central Sterile Services Department (CSSD) and Gas Sterilization Units (GSU). Human resource management of the CSSD and GSU. Financial resource management of CSSD and GSU. Infrastructure management of CSSD and GSU. Conduct research and operational investigation.
<b><u>ENQUIRIES</u></b>	:	Mrs R. Sutcliffe Tel No: (021) 404-2092
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/200</u></b>	:	<b><u>PROGRAMME CO-ORDINATOR (TRAINING): CORPORATE AND WELLNESS TRAINING</u></b> Directorate: People Development
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Head Office, Cape Town, based at Plumstead
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Appropriate 3-year Health related Diploma / Degree or equivalent, registrable with the South African Council for Social Service Professions or Health Professions Council of South Africa. Experience: Appropriate/ recognisable experience in adult training and facilitation. Appropriate/ recognisable experience in training coordination. Appropriate experience in adult training and facilitation and curriculum design. Appropriate experience in training material and assessment development. Appropriate experience in coordination and project management. Inherent requirement of the job: Valid code (B/EB) driver's license. Willingness to travel and work overtime. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context. Competencies (knowledge/skills): Knowledge of applicable Western Cape Health policies regulations and guidelines Service. Ability to use all relevant

		computer applications effectively, independently and with ease. In-depth knowledge and understanding of the public health sector and adult education practices. Knowledge and understanding of project management and implementation. Ensure that corporate and wellness training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design.
<b><u>DUTIES</u></b>	:	Coordinate the development and operational implementation of the Corporate and Wellness training component. Coordinate training in the Corporate and Wellness educational programmes developed for health care workers. Coordinate the facilitation of in-service training, updating of skills and competencies. Coordinate the assessment of the competencies and skills of health care workers. Conduct content management and training outlines in respect of training programmes for health care workers. Assist with designing and conducting additional training as required. Effective management and utilisation of human resources.
<b><u>ENQUIRIES</u></b>	:	Ms N Calvert Tel No: (021) 763-5320
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/201</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Diploma / Degree or equivalent qualification. Experience: Appropriate experience as a Labour Relations Officer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent leadership and interpersonal skills. Good knowledge and understanding of Labour Law and applicable common law principles. Knowledge and understanding of the Skills Development acts and prescripts. Excellent Computer literacy in MS Word, Excel, PowerPoint and Outlook. Ability to work under pressure and independently. Excellent report-writing skills.
<b><u>DUTIES</u></b>	:	Provide the lines of management with expert advice on all Employee Relations issues and promote Employee Relations. Facilitate Employee Relations and Employee Wellness training and workshops as necessary within the Ecosystem. Support the grievance delegated authority to ensure compliance with policy. Case management with regard to matters of misconduct within the Hospital. Ensure and contribute to related workplace forums within the Ecosystem. Provide guidance, coordination and collaboration within the Ecosystem on matters of Employee Relations, Employee Wellness and People Development. Support the Hospital Management in ensuring an efficient and Organizational Rights driven IMLC to achieve labour peace. Ensure implementation of the strategies, manage and report on the operations and resources of the Labour Relations, Employee Wellness and People Development component. Support, coordinate and report on the implementation of organisational culture and change management strategies of the Hospital.
<b><u>ENQUIRIES</u></b>	:	Ms ZZZ Kwinana Tel No: (023) 348-1277
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test and/or competency assessment. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/202</u></b>	:	<b><u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of Human Resource Management. Appropriate supervisory experience. Appropriate PERSAL



	experience. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint). Good communication skills (written and verbal).
<b><u>DUTIES</u></b>	: Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<b><u>ENQUIRIES</u></b>	: Ms G Engelbrecht Tel No: (021) 503-5017
<b><u>APPLICATIONS</u></b>	: Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for the post. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	: 08 August 2025
<b><u>POST 26/203</u></b>	: <b><u>ASSISTANT DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: Wesfleur Hospital
<b><u>REQUIREMENTS</u></b>	: Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain and Financial Management. Appropriate experience in Patient Administration, Revenue and Hospital Fees Environment. Experience in Information Management, supervisory and People Management. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations, and procedures. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS Office). Extensive knowledge of revenue, information systems (HIS/CLINICOM, UPFS and SINJANI ICD 10 coding). Strong people management skills, ability to work in a team context and motivate team members. An aptitude for working with financial figures. Excellent leadership, analytical, problem-solving interpretation and analysing skills. In depth knowledge and experience pertaining to APL, BMI, Supply Chain Management prescripts, Financial and Revenue Management prescripts.
<b><u>DUTIES</u></b>	: Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand -, Acquisition -, Contract-, Logistics -, and Disposal Management. Manage, control, and monitor hospital budget and expenditure as well as income generation and projections. Plan, implement and maintain financial control and handle audit queries. Responsible for overall management of Revenue/Fees and Case Management, Cash Management, BAS and AR reconciliation, Accounts Receivable and billing. Control and manage Patient Administration Services which includes Admissions. Overall responsible for Information Management by monitor, control, analyse, interpret, and report monthly statistics of all departments. Manage all People Management related functions within the component.
<b><u>ENQUIRIES</u></b>	: Dr LC Fillis Tel No: (021) 571 8040, Email: <a href="mailto:Laurencia.Fillis@westerncape.gov.za">Laurencia.Fillis@westerncape.gov.za</a>
<b><u>APPLICATIONS</u></b>	: Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	:	Shortlisted candidates would be expected to complete a competency test as part of the evaluation process.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/204</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR (PEOPLE MANAGEMENT SYSTEMS AND PERSAL HELPDESK)</u></b> Directorate: People Strategy
<b><u>SALARY CENTRE</u></b>	:	R468 459 per annum Head Office, Cape Town, Sub-directorate: Organisational Dynamics and Remuneration
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3 Year National Diploma or Degree or equivalent. Experience: Appropriate working experience in a PERSAL Helpdesk environment and related responsibilities. Appropriate experience and knowledge of the PERSAL system. Appropriate working experience on the application of Microsoft Word and Excel. Appropriate applicable supervisory experience. Inherent requirement of the job: Valid Code 8 (B, EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills to ensure effective presentation of policies as well as report writing. Sound practical computer skills in MS Office (Word, Excel, Power Point), Outlook and Teams. Excellent verbal and written communication, people and interpersonal relationship skills. Analytical thinking abilities. Good organisational planning and time management skills. Computer literacy in Microsoft Office applications (Word and Excel). Leading and Supervising. Delivering Results and Meeting Customer Expectations. Deciding and Initiating Action. Working with People. Following Instructions and Procedures. Relating and Networking. Persuading and Influencing. Applying Expertise and Technology. Preparedness to work overtime, travel and overnight away when required.
<b><u>DUTIES</u></b>	:	Operationalise and coordinate the application of PERSAL functionality and processes and ensure credibility of information processed on the system. Operationalise and facilitate all PERSAL System training needs within the Department. Operationalise and manage the appropriate application of Central/Departmental codes, Access Security, Suspense file transactions and the Message broadcasting facility. Operationalise and implement System Change Control (SCC). People management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Klaasen, email: <a href="mailto:Melissa.Klaasen@westerncape.gov.za">Melissa.Klaasen@westerncape.gov.za</a> Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/205</u></b>	:	<b><u>CASE MANAGER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum Brackengate TCF
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in a Case Management/Medical Aid environment. Appropriate experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): The ability to work with Excel spread sheets, Microsoft Word and web-based programs (medical aids). Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP).
<b><u>DUTIES</u></b>	:	Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission

		to medical aids and state departments. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances and account queries. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H1, H2, H3 and Foreign patients.
<b><u>ENQUIRIES</u></b>	:	Mr A Kannemeyer Tel No: (021) 370-2318
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other vacant similar posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/206</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FINANCE</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Mowbray Maternity Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Information Management, Patient Administration Reception and Medical Records Management. Appropriate supervision experience. Competencies (knowledge/skills): Appropriate knowledge and experience of information systems such as HIS, CLINICOM, SINJANI, JAC, including the Uniform Patient Fee Schedule (UPFS), Hospital Fees Memorandum Chapter 18. Computer literacy. Good interpersonal relations and communication skills. Leadership skills.
<b><u>DUTIES</u></b>	:	Overall management and supervision of the Information Management, Patient Administration Reception and Medical Records Components. Monitor, control, analyse, interpret and report monthly statistics of the hospital. Maintain patient information systems and data quality. Ensure training and competency for all relevant hospital staff on Information and Patient Administration systems. Maintain an effective Medical Records and Registry. Ensure compliance to audit requirements.
<b><u>ENQUIRIES</u></b>	:	Mr E Swanepoel Tel No: (021) 659-5567
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/207</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Alexandra Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Human Resource Administration, PERSAL and/or Labour Relations experience. Appropriate supervisory experience. Appropriate experience in the PERSAL system. Inherent requirements of the job: Valid driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance in the application of human resource policies and practices. Knowledge and implementation of Labor Relations standards and prescripts. Understanding of relevant legislation pertaining to Labor Relations. Ability to analyze data to compile management reports, detailing relevant trend analysis. Proficient in MS Office (Word, Excel and PowerPoint).
<b><u>DUTIES</u></b>	:	Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment

and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Render sound labour relations practices at institutional level Administer grievance and disciplinary cases and maintain a database to generate monthly reports for labour relations and all training interventions. Render a service to the Institutional Management and Labor Committee (IMLC). Consult and advise management and Line management on all labour relations policies, procedures and interventions. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

<b><u>ENQUIRIES</u></b>	:	Mr MR Abrahams Tel No: (021) 503-5018
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a written/practical and oral assessment The pool of applicants will be considered for other similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/208</u></b>	:	<b><u>PHYSIOTHERAPIST GRADE 1 TO 3</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Physiotherapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as a Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code B/EB driver's licence. Standby duties and overtime after hours and over weekends. Render a service as determined by the referral needs. Competencies (knowledge/skills): Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently. Good problem solving, interpersonal and communication skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Assess and treat patients in Trauma, Neurology, Orthopaedic, OPD, Medical, Surgical, Paediatrics wards as well as High Care /Intensive Care units associated with these wards. Provision of basic seating and/or mobility assistive devices. Be responsible for administration related to patient care as well as departmental administration requirements. Support of supervisory structures / persons including resource management and adherence to HR pre-scripts. Assist in the clinical development and guidance of students. Render a service as determined by the referral needs.
<b><u>ENQUIRIES</u></b>	:	Ms M. Bezuidenhout Tel No: (023) 348-1275
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will 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 Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/209</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT AND SUPPORT SERVICES</u></b> Overberg District
<b><u>SALARY CENTRE</u></b>	:	R397 116 per annum
	:	Swellendam-and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the Human Resource Administration, incl. PERSAL, and appropriate supervisory and support services experience. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license and willingness to travel within the sub-districts. Competencies (knowledge/skills): Sound knowledge of Human Resource Management and Contract Management policies. Computer literacy (MS Word, MS Excel, MS Teams, MS Office, PERMIS). Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking.
<b><u>DUTIES</u></b>	:	Responsible for the administration and effective implementation of policies and prescripts, including the approval of PERSAL transactions related to personnel provisioning, salary and personnel administration, OSD, and grade progression, as well as maintaining efficient recruitment and selection services. Render a support and advisory service ensuring adherence to all transversal personnel practices, including conditions of service, terminations, SPMS, establishment administration, and employment policies and procedures. Administer and monitor compliance to HR policies, ensuring compliance and rectification of Auditor-General reports as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions. -Responsible for the administration and effective management of service provider contracts (e.g., Security and Cleaning Services), maintenance departments, fleet and transport services, as well as food service units, laundries, and housekeeping departments across the two sub-districts. Manage the performance and supervision of HR and Support Services component staff, implement the disciplinary code when required and provide support to managers, supervisor and colleagues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Wege Tel No: (028) 514-8400
	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/210</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT</u></b> Chief Directorate: Rural Health Service
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum
	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system. Knowledge of the Public

		Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills to ensure effective report-writing. Computer skills (i.e. MS Office, Word, Excel and PowerPoint) and numeracy skills.
<b><u>DUTIES</u></b>	:	Ensure adherence and correct application to all transversal personnel practices, policies and procedures, including all employment practices, conditions of service and terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to personnel administration and Human Resource Management. Ensure capturing and approval of Persal transactions executed according to HR policies and timeframes. Execute audits to ensure compliance to HR policies. Manage and supervise subordinates including the development of HR Officials.
<b><u>ENQUIRIES</u></b>	:	Mr RM Hill Tel No: (023) 348-1274
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/211</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Emergency Medical Services (on the premises of Tygerberg Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain. Competencies (knowledge/ skills): Knowledge of and exposure to the Public Finance Management Act (PFMA) National Treasury Regulations and SCM instructions. Knowledge of LOGIS and/or SYSPRO, ESL and EPS system. Computer literacy (MS Office): Word, Excel, Outlook. Inherent requirements of the job: Valid Driver's Licence. Willingness to travel.
<b><u>DUTIES</u></b>	:	Ensure adequate demand planning. Responsible for relevant monthly and quarterly reporting. Maintaining procurement plan and issuance registers. Acquisition management of goods and service through EPS, transversal contracts and other means as prescribed in the AOS and SCM delegations. Responsible for system approvals as per delegations. Manage the effective implementation of processes to prevent late payments. Effective and efficient record keeping pertaining to SCM activities and processes. Regular and credible feedback to management. Responsible for the management of staff in the relevant SCM component. Assist in other components within Supply Chain Management as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms S Overmeyer Tel No: (021) 830-1160
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/212</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ADMISSIONS (FEES) (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Appropriate experience in a Fees-related environment, including hospital information systems. Experience: Appropriate experience in a Fees-related environment, including hospital information systems. Inherent requirements of the job: Competencies

(knowledge/skills): Good communication skills (verbal and written). Ability to solve problems prioritise and analyse, this includes implementing processes and follow through Ability to work under pressure and liaise with professional staff effectively with a strong sense of confidentiality. Computer literacy. Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, AR Billing, JAC and Finance instructions, disciplinary code of conduct, Permis, Hectis and radiology systems.

**DUTIES** : Manage and supervise a 24-hour emergency and trauma unit and a large component of patient admin clerks. Management of clinicom, billing (AR), JAC, ICD10 coding, Hectis and other fees related systems in line with revenue generation projects. Manage HR, Labour issues including disciplinary processes wrt staff and submit monthly reports and statistics. Manage and ensure the cash collection and handover processes are followed effectively. Ensure accurate classification of patients and management of all administration duties.

**ENQUIRIES** : Ms A Swartz Tel No: (021) 404 2333  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 08 August 2025

**POST 26/213** : **SOCIAL WORKER GRADE 1 TO 4**  
Overberg District

**SALARY** : Grade 1: R325 200 per annum  
Grade 2: R397 119 per annum  
Grade 3: R477 564 per annum  
Grade 4: R585 441 per annum

**CENTRE** : Otto Du Plessis Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Bachelor's Degree in Social Work or equivalent qualification. Registration with a Professional Council: Registration with South African Council for Social Service Professions (SACSSP) as Social Worker. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 3:** A minimum of 20 years' experience in social work after registration as Social Worker with the SACSSP. **Grade 4:** A minimum of 30 years' experience in social work after registration as Social Worker with the SACSSP. Competencies (knowledge/skills): Knowledge and understanding of the nature of human behaviour and the social service profession. Competent in Child and Youth Care services within the Child Care Act. Full knowledge of the Termination of Pregnancy Act 92 of 1992. Skilled in trauma debriefing/supportive counselling.

**DUTIES** : Establish social work services and network for the Institution and maintain communication with stakeholders. Ensure that social work service with regard to the care, support and protection of individuals, groups, families through relevant programmes is rendered. Keep up to date with new developments in the social work field. Undertake social work research and development and contribute to the development of policies. Render a holistic social work services to individual groups and community using all methods of social work practices. Monitor and evaluate the effectiveness of recommended interventions, reports on progress and identify. Further amended interventions to address identified conditions. Liaise/ attend meetings with other departments and non-governmental institutions to take cognizance of the latest developments in the relevant fields. Produce and maintain qualitative and quantitative records of social work interventions processes and Outcomes. Implement social welfare programme in accordance with the need of the community and Government priorities.

**ENQUIRIES** : Dr S Bothma Tel No: (028) 514-5400  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for the post. Candidates will be subjected to a 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". The pool of applicants will be considered for other similar posts within the Overberg District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/214</u></b>	:	<b><u>EMERGENCY CALL CENTRE AGENT (X2 POSTS)</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum Emergency Communication Centre, Metropole Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate Emergency/ Medical Call-Centre experience. Inherent requirements of the job: Computer literacy (MS office). Ability to work shifts as per roster. Willingness to work overtime when necessary. Competencies (knowledge/skills): Knowledge of the GEMC/CAD (computer aided dispatching system).
<b><u>DUTIES</u></b>	:	Receiving and capture incoming emergency calls on GEMS data system. Manage caller anxiety and stress. Interrogate the call and assess the nature and priority of the case. Dispatch the relevant emergency resources via radio as required. Monitor and control the progress of all emergency incidents. Maintain order and hygiene in control room.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Masitho Tel No: (021) 932-1966 Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/215</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Cape Winelands District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum Stellenbosch Hospital Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience of Asset Management and Warehousing within the public or private environment. Working experience in Procurement (Electronic Procurement System). Competencies (knowledge/skills): Knowledge and experience in electronic procurement systems, Logis and General Supply Chain Management concepts. Good interpersonal and communication skills. Be able to work accurately and under pressure.
<b><u>DUTIES</u></b>	:	Processing of Log 1's / PA's received from end users / stock. Procurement of stock (buy-out items) as well as store items and ensure all transactions comply with the legislative requirements. Maintain a contract file for all transversal contracts. Provide general administrative support to line managers including warehousing, asset management and payment functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. DM Pick Tel No: (021) 808-6112 Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates may be subjected to a practical assessment. The pool of applicants will be considered for similar vacant post within Stellenbosch Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/216</u></b>	:	<b><u>ADMINISTRATION CLERK: ADMISSIONS</u></b> West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum Louvville Clinic, Saldanha Bay Sub District Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Appropriate administrative experience in a Health Facility. Inherent requirement of the job:



		Valid (Code B/EB) driver's license and willingness to relief in other clinics. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.
<b><u>DUTIES</u></b>	:	Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and deconstruct folders. File patient folders, documents daily and handle all general administration duties. Maintain and schedule patient appointments on PHCIS. Do daily statistics and compile monthly statistics and give support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control and act responsible with regards to service ethics, norms and standards.
<b><u>ENQUIRIES</u></b>	:	Mr. JA Julies Tel No: (022) 709 7225
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/217</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u></b> West Coast District
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.
<b><u>DUTIES</u></b>	:	Perform all administrative duties pertaining to the personnel administration and salary administration functions e.g. appointments, service terminations, transfers, pension, leave, housing, injury on duty, distribution of monthly payslips and debt management and verify documents. Responsible for capturing transactions related to service terminations on PERSAL and audit personnel and leave records. Maintenance of effective recordkeeping systems and assist with registers related to PILIR, ORW's etc. Assist with recruitment and selection processes any other related support functions. Provide an effective support service to supervisor, component and management (i.e. relief duties and attending meetings).
<b><u>ENQUIRIES</u></b>	:	Mr. S Jooste Tel No: (022) 709 5082
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/218</u></b>	:	<b><u>SENIOR SECURITY OFFICER</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Registration with a Professional Council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate Security experience within a Healthcare institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must be willing to be deployed in different sections of security department. A Valid Drivers License Competencies (knowledge/skills): Knowledge of security prescripts, regulations, procedures and the Occupational Health & Safety Act. Good interpersonal communication skills

		and ability to work in a team environment and independently. Be responsible, diligent and ability to work under pressure
<b><u>DUTIES</u></b>	:	Ensure that private security adhere to contract specification, not misutilising equipment and conduct crowd control. Supervise the inhouse security staff and apply HR and disciplinary processes. Monitor and patrol the buildings, parking areas and perimeter fencing and ensure effective key control. Investigate crimes and incidents, and compiling writing reports and statements. Ensure accurate entries are made in the Occurrence book by the security officers. Monitor the CCTV Control Room and ensure effective of access control.
<b><u>ENQUIRIES</u></b>	:	Mr S Ndzuzo Tel No: (021) 404-3111
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/219</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Oral Health Centre, Tygerberg/Mitchell's Plain Platform
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subjects and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas of the post. Experience: Appropriate experience in Supply Chain Management and Financial Management. Appropriate experience in LOGIS. Appropriate experience in obtaining quotations on an electronic purchasing system and in bid/tender administration (EPS). Competencies (knowledge/skills): Computer literacy in MS Office, email and internet. Sound knowledge of PFMA, National and Provincial Treasury Instructions, AOS.
<b><u>DUTIES</u></b>	:	Perform tasks related to procurement administration such as inviting of quotes, supply of stock and to Maintain a database of contracts (ESL). Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs (RCDY). Capture requisitions and other documentation on the Supply Chain (LOGIS) system. Communicate procurement request to the Quotation Committee and End User. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Perform duties related to EPS processes, evaluation and adjudication on system and apply the RFB (Request for Buyout) process when necessary.
<b><u>ENQUIRIES</u></b>	:	Ms. B. Linnert Tel No: (021) 937-3009
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/220</u></b>	:	<b><u>ADMINISTRATION CLERK: WARDS</u></b> Overberg District
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Hermanus Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (equivalent). Experience: Appropriate administrative experience in Hospital environment. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Relieve in other departments as operational requires. Competencies (knowledge/skills): Good Communication Skills. Computer literacy (MS Windows Word, Excel). Strong organisational and communication skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs): -Deliver an effective comprehensive clerical service within facility. Support to nursing staff. Daily filling of all patient information on patient folders on discharge/transfers in an orderly manner. Effective utilisation and management of physical resources. Information management. Effective records management.
<b><u>ENQUIRIES</u></b>	:	Ms M Klem Tel No: (028) 312-1166
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test and competency assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/221</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ADMIN (PATIENT ADMINISTRATION AND FEES)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (Grade 12 or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Result Areas (KRA's) of the post. Experience: Appropriate experience in Hospital Fees-related environment. Inherent requirement of the job: Excellent, written and verbal communication skills and ability to maintain confidentiality. Willingness to rotate within fees section. Competencies (knowledge/skills): Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge and experience in Clinicom, Accounts Receivable (AR) systems, Basic Accounting System (BAS), Uniform Patient Fees Schedule (UPFS) Manual, Hospital Memorandum 18, JAC and Public Finance Management Act (PFMA).
<b><u>DUTIES</u></b>	:	Follow-up on medical aid and non-medical aid outstanding invoices in line with Hospital Fees Manual Chapter 18 and related finance instructions, including management of foreign debtors. General fees administration and account-related duties/enquiries as per UPFS and billing requirements. Perform cashier duties, including allocation of external funders and debtor payments as well as completion of all BAS transactions e.g., deposits, day-ends, journals and special journals. Control the JAC Information and JAC Error Report. Complete the balancing and reconciliation processes between BAS and AR System. Relief colleagues and undertake various other clerical duties as and when required.
<b><u>ENQUIRIES</u></b>	:	Ms R Arendse/ <a href="mailto:Raymone.Arendse@westerncape.gov.za">Raymone.Arendse@westerncape.gov.za</a> Tel No: (021) 860 2580
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/222</u></b>	:	<b><u>ADMINISTRATION CLERK: HRM (PEOPLE MANAGEMENT)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in People Management administration and PERSAL. Competencies (knowledge/skills): Written and verbal communication skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Provide an efficient and comprehensive personnel and administrative function in line with relevant policy and prescripts. Provide an efficient PERSAL & Salary administration function. Provide an efficient and effective Recruitment and Selection in line with relevant policies and prescripts. Maintain effective record keeping. Provide an efficient support function to Supervisor, colleagues and Karl Bremer Hospital by efficient application of People Management Policies.
<b><u>ENQUIRIES</u></b>	:	Ms. MC Adonis Tel No: (021) 834-5887
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. 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. Candidates will be subjected to a practical/oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025

<b><u>POST 26/223</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (STUDENT MATTERS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing (Southern Cape Karoo Campus, George)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 12/Senior (or equivalent) Certificate. Experience: Appropriate experience of system support/assistance. Inherent requirement of the job: Valid (code B/EB) drivers license. Willingness to travel and work overtime if required. Competencies (knowledge/skills): Computer literacy in Microsoft Word and Excel. Good interpersonal and communication skills. Good numerical skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Ability to effectively handle conflict. Self-Motivated and the ability to monitor and improve own work performance.
<b><u>DUTIES</u></b>	:	Advanced academic administration of higher education and South African Nursing Council. Responsible for Academic Programme administration. Effective delivery of advanced clerical tasks. Responsible for all student matters administration and related. Effective control of assets and ordering of stock.
<b><u>ENQUIRIES</u></b>	:	Dr S Mottian Tel No: (044) 813-1993
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/224</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (MEDICAL MANAGER)</u></b>
		Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in an office environment and working in a patient administration service environment. Inherent requirements of the job: Valid driver's licence. Willingness to work overtime, public holidays, after-hours and weekends. Competencies (knowledge/skills): Ability to communicate effectively with medical & legal professionals and members of the public. Good general communication, interpersonal, organizational, report-writing and problem-solving skills. Computer literacy in MS Office Suite (Word, Excel, PowerPoint, Outlook Access). Appropriate experience in typing and minute-taking skills.
<b><u>DUTIES</u></b>	:	Effectively manage the Medicolegal office and the office of the Manager Medical Services (relief capacity). Relief in the Help Desk Manager role may occasionally be required. Effectively manage Medicolegal requests, including receiving, capturing, processing and finalizing medico-legal claim administration. Governance of the Medicolegal service, including support to the MMS; including ordering and control of stock / equipment, effective record keeping and folder management, reasonable maintenance of office equipment. Facilitate allied processes with regards to the requesting and subsequent issuing of information to patient who request access to their health record in line with the Provincial Access to Information Act, Financial Prescripts as well as the Protection of Personal Information Act.
<b><u>ENQUIRIES</u></b>	:	Dr. S Le Roux Tel No: (021) 918-1990
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. A pool of applicants will be considered for other similar posts 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/225</u></b>	:	<b><u>ADMINISTRATION CLERK: WARDS</u></b>
		Central Karoo District
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in patient administration in a hospital environment. Appropriate experience on Clinicom. Inherent requirements of

		the job: Willingness to work in different departments when needed. Competencies (knowledge/skills): Appropriate knowledge and experience in Hospital systems (PHCIS/CLINICOM/HECTIS/Sinjani). Good communication skills (verbal and written). Ability to function independently and within a team environment. Computer literacy (Ms Office: Word, Excel, and PowerPoint).
<b><u>DUTIES</u></b>	:	Rendering comprehensive clerical and administrative work. Provide administrative support to Supervisor and the Multidisciplinary team. Patient administration at ward level. Involvement in information Management at ward level. Coordinate ordering, maintenance and availability of stock and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr T Ntombana Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed candidates may be subject to practical testing. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/226</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSITO CLERK)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	R228 312 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial and Supply Chain Management. Competencies (knowledge/skills): Appropriate knowledge and practical experience of the LOGIS System. Computer literacy (MS Word, Excel and Outlook). Ability to capture data accurately and record keeping. Sound theoretical and practical knowledge of policies regarding PFMA, Treasury Directives and legislation pertaining to Supply Chain Management environment and AOS.
<b><u>DUTIES</u></b>	:	Perform tasks related to procurement such as receiving of goods & services, supply chain stock and to maintain a database of contracts. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock and buy-outs. Capture requisitions/issues and receipt vouchers documentation on the LOGIS system. Prepare order batches for payments. Filing and record keeping of receipt and issues vouchers. Provide support to Manager and assist within the Supply Chain Component. Ensure compliance to all relevant laws and prescripts in the Supply Chain Management and procurement function. Maintain open communications channel with suppliers. Ensure that all purchases are done according to existing state contracts and delegations.
<b><u>ENQUIRIES</u></b>	:	Mr R Cupido/ Ms E Abrahams Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subject to a practical test. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/227</u></b>	:	<b><u>ADMINISTRATION CLERK: SUPPORT (NURSING) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate secretarial and or Office Administration experience in a Health environment. Competencies (knowledge/skills): Ability to work under pressure and meet deadlines. Knowledge of NIMS. Excellent typing skills, minute taking skills and Computer literacy (MS Word, Excel, PowerPoint and Office Outlook) (Proof of training attached). Good planning and organizational skills. Ability to work independently. Willingness to rotate to different portfolios within Nursing administration department, relief and other related duties.

<b><u>DUTIES</u></b>	:	Provide effective and efficient secretarial support and administrative support to Nursing. Manage the assistant manager nursing diary. Support to the management of nursing agency contract. Effective meeting management (minute taking and logistical arrangements) Provide effective /accurate typing and data capturing. Draft routine correspondence, submission and reports. Filling of documents timeously. Create register and maintain stats database for compilation of monthly reports. Meet deadlines and remain updated regarding relevant policies and procedures. Provide clerical support to nursing management for recruitment and selection processes, retainment and timeous submission of documentation to People management.
<b><u>ENQUIRIES</u></b>	:	Ms M Franken Tel No: (021 658-5187)
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/228</u></b>	:	<b><u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT (RECRUITMENT AND SELECTION)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: National Senior Certificate (Grade 12) or equivalent. Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Basic understanding of PM Recruitment and Selection, Employment contracts, Employment equity and Permis. Ability to maintain confidentiality. Knowledge of PERSAL. Computer literacy (MS Word, Excel, PowerPoint and Office Outlook).
<b><u>DUTIES</u></b>	:	Co-ordinate and run Recruitment and selection process. Assist with compilation and placement of Advertisements. Perform general office administration duties pertaining to personnel administration within Recruitment and Selection. Assist with the PERMIS and SPMS process. Accurate record keeping as well as attending to enquires/ correspondence.
<b><u>ENQUIRIES</u></b>	:	Ms S Share Tel No: (021 658 5405)
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/229</u></b>	:	<b><u>TELKOM OPERATOR</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).
<b><u>DUTIES</u></b>	:	Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX and VOIP systems. Monitor, place and record all cellular, national and international calls made. Keep records of speed dial number. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms M Fredericks Tel No: (021) 658-5111
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/230</u></b>	:	<b><u>HEALTH PROMOTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Southern Western Sub-structure Office, Lady Michaelis CDC
	:	Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7) Experience: Appropriate experience in working in communities and informal settlements. Hospital / Clinic experience Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to render relief duties at the PHC platform within Southern Western Sub-structure when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Render a Health Promotion service within Facilities and surrounding Community and provide Geographical support. Plan and implement health projects in facilities, schools and communities to meet objectives and assist in strengthening COPC in the community. Liaise with stakeholders to promote an integrated approach to healthcare. Render Health education sessions and support to clients. Assist teams with health promotion during campaigns and keep effective records of activities and consumables. Work together with students, assist them with health promotion projects, and compile community profiles. Support to Facility Manager at Facilities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms LE Van Wyk Tel No: (021) 797-8171
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Health Promoter posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/231</u></b>	:	<b><u>ARTISAN ASSISTANT</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience of facility maintenance, welding and plumbing with general electrical knowledge. Inherent requirements of the job: Valid (Code B/EB) driver's license. Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Must be able to work on heights i.e. on ladders and scaffolding. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team. Ability to adhere to safety standards. Ability to use a conventional lathe or milling machine.
<b><u>DUTIES</u></b>	:	Effective and efficient assistance with maintenance and repairs of plumbing components, including projects, installations and alterations, as well as minor maintenance on buildings and facility grounds which include: Welding work as required. Unblocking of sewer lines and toilets. Unblocking basins. Geyser installation. Assist and perform preventative maintenance on plant and equipment. Efficient and effective stock control. Efficient and effective control over equipment, tools and working area. An effectively supported HR function.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from the date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/232</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (MATERNITY)</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R174 261 per annum Grade 2: R203 271 per annum Grade 3: R239 559 per annum
<b><u>CENTRE</u></b>	:	Beaufort West Hospital

<b><u>REQUIREMENTS</u></b>	:	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: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Nursing Assistant with the SANC. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, public holidays and overtime. Willingness to rotate within the facility and to work at other clinics in the Sub-district when needed. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living which include patient hygiene, nutritional status, mobility and elimination needs. Provide elementary clinical nursing care. Effective utilization of resources. Maintain professional growth, ethical standards and self-development. Record keeping.
<b><u>ENQUIRIES</u></b>	:	Mr TW Ntombana Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to 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 Central Karoo District for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/233</u></b>	:	<b><u>TRADESMAN AID (TECHNICAL SERVICES)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Worcester Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Grade 10 (or equivalent). Experience: Appropriate experience in a maintenance environment. Inherent requirements of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials and be skilled in the usage of a variety of tools. Ability to work independently and as part of a team.
<b><u>DUTIES</u></b>	:	Effective and efficient assistance of maintenance and repair functions, including project, installations and alterations. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. An effectively supported HR function.
<b><u>ENQUIRIES</u></b>	:	Mr C van der Westhuizen Tel No: (023) 348-1199
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within Worcester Regional Hospital for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/234</u></b>	:	<b><u>OPERATOR: TUBE FEED ROOM</u></b>
<b><u>SALARY</u></b>	:	R163 680 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General Education and Training certificate (GETC) /Grade 9 (Std 7) Experience: Appropriate experience in a hospital tube feed service. Inherent requirements of the job: Willingness to work overtime on public holidays and weekends. Physically able to perform physical tasks such as lifting, packing, and pushing heavy trolleys. Competencies



		(knowledge/skills): Ability to read and write. Basic numerical skills with an ability to adapt tube feed recipes. Basic knowledge of nutritional products. Knowledge of kitchen hygiene practices. Basic knowledge of storekeeping and stock management. Good communication skills.
<b><u>DUTIES</u></b>	:	Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
<b><u>ENQUIRIES</u></b>	:	Ms A du Toit Tel No: (021) 404 4471
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Shortlisted candidates may be subjected to a practical assessment Basic stock taking, Perform basic administrative tasks as required within the department. Delivery and dispensing of tube feeds and supplements. Maintain optimal hygiene standards in the Tube Feed Room and store area. Preparation of tube feeds and oral supplements in the Tube Feed Room.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/235</u></b>	:	<b><u>LINEN STORES ASSISTANT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience of handling linen within a health environment. Inherent requirements of the job: Willingness to work overtime, after- working hours, weekends and public holidays when operationally required. Competencies (knowledge/skills): Perform hard physical tasks, e.g. lifting of heavy linen bags to and from the linen bank and wards Knowledge of stock and infection control. Knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen.
<b><u>DUTIES</u></b>	:	Maintain a high standard of cleanliness, hygienic and safe environment. Daily collection of dirty, fouled and infected linen (in bags) from wards to the linen bank. Delivering of clean linen to the wards. Daily sorting, counting and sluicing of dirty linen prior to transfer of linen to Central Laundry. Daily issuing, unpacking and checking of clean linen. Provide a supporting service to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr. M Arafdien Tel No: (021) 940-4427
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for the post. Candidates will be subjected to a 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.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/236</u></b>	:	<b><u>PORTER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R138 486 per annum
<b><u>CENTRE</u></b>	:	Khayelitsha CHC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts, including night shifts. Willingness to handle dead bodies/corpses. Must have sober habits to ensure safety and reliability on the job. Competencies (knowledge/skills): Ability to work under pressure and work in a team. Good interpersonal and communication skills. Ability to handle heavy objects. Ability to handle conflict.
<b><u>DUTIES</u></b>	:	Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicle and transfer of patients to beds/trolley and vice versa. Transferring deceased patients to the mortuary and complete registers. Delivery of medical documentation (patient files, reports, etc.) to the reception area, including the pharmacy. Delivery of medical equipment, suppliers, and other items like blood

		samples and medical records. Responsible for the cleanliness, maintenance, and reporting of defects of trolleys and wheelchairs. Effective support to colleagues and supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr T Lewela Tel No: (021) 360-5209
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undertake a pre-entry assessment test/practical assessment and formal interview.
<b><u>CLOSING DATE</u></b>	:	08 August 2025
<b><u>POST 26/237</u></b>	:	<b><u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC) (SESSIONAL: 20 HOURS PER WEEK)</u></b> Chief Directorate: Rural Health Services (6 Months Renewable)
<b><u>SALARY</u></b>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<b><u>CENTRE</u></b>	:	George Regional Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> A minimum of 10 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> A minimum of 20 years relevant experience after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Ability to work flexible and after-hours. Competencies (knowledge/skills): Knowledge of protocols and radiation protection. Quality assurance and equipment safety. Good interpersonal skills and performance effectively as part of a multidisciplinary team. Knowledge of PACS and Radiology information systems. Good communication skills.
<b><u>DUTIES</u></b>	:	Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping and management of radiology unit at George Regional Hospital. Assist with training of junior radiographers. Participate in continuing professional development activities.
<b><u>ENQUIRIES</u></b>	:	Ms. SM Loff Tel No: (044) 802-4567
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Radiographer (Diagnostics) posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	08 August 2025