

		literacy (MS Word, Excel, Power Point and Outlook). Good interpersonal and communication skills. Knowledge and understanding of PERSAL, Logis, ESL, Bas, PHCIS, or any computerized accounting and logistic system as well as knowledge and experience of budgetary aspects.
<u>DUTIES</u>	:	Comprehensive support and assistance to the Facility Manager as Head of administration with regards to People Management functions PERMIS of your subordinates, (HRM,) Human Resource Development (HRD) and Labour Relations, Supply Chain Management (Logis) ESL, Finance, Information Management and General office administration. Interact and liaise with clinical staff and operational managers with regard to administration support, ensure compliance with Quality Assurance, IPC/ OHS and Ideal Clinic and OHSC. Assist with contract management, e.g., Security, Telephone systems, Garden Services and Waste Management, Sanitary Bins, Pest Control. Supervisor to Housekeeper and Cleaning staff, Logis Clerk, Information management and Admin Support. Ensure correct procedures with regard to asset management, GG vehicles (act as transport officer). Manage the allocated budget, assist with expenditure, administration, and revenue management. Liaise with workshop with regard to maintenance, reports of facility and grounds.
<u>ENQUIRIES</u>	:	Ms. B Piedade Tel No: (021) 508-4606
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applications will be considered for vacancies within Metro Health Services, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post." Candidates will be subjected to a practical/oral assessment.
<u>CLOSING DATE</u>	:	12 September 2025
<u>POST 31/319</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X4 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Franshoek CDC (X1 Post) Kylemore CC (X1 Post) Cloetesville CDC (X1 Post) Franshoek Dorp Mobile (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife (i.e., annual licencing receipt of 2025. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Ability to effectively communicate (verbal and written). Knowledge and insight of relevant legislation and policy related to nursing within the public sector and basic computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results, capture data and do and track referrals on the different electronic systems. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.
<u>DUTIES</u>	:	Provision of Primary Health Care in accordance with the guidelines and protocols of the Western Cape. 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 and improving

	quality of health services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	: Ms MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applications will be considered for vacancies within Stellenbosch Sub-district, for a period of three months from the date of the advert, provided that the job title, core functions, inherent requirements, and salary level are the same as those of the advertised post."
<u>CLOSING DATE</u>	: 12 September 2025
<u>POST 31/320</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 3 GENERAL (PHC) (X3 POSTS)</u> Overberg District
<u>SALARY</u>	: Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	: Bredasdorp CDC (X1 Post) Swellendam PHC (X1 Post) Swellendam/Cape Agulhas CDC (X1 Post)
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwifery. Registration with Professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB/C1) driver's licence. Willingness to work overtime when necessary. It will be expected of the candidate to perform clinical functions within the Primary Health Care setting and do relief work at the other clinics in the Sub-district when needed. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
<u>DUTIES</u>	: Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.
<u>ENQUIRIES</u>	: Ms GJ van der Westhuizen Tel No: (028) 514-8400
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post. 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 c Arial Bold category with the relevant council (including individuals