

<u>DUTIES</u>	:	Coordinate, implement and monitor the relevant policies, procedures, prescripts regarding personnel, salary, commuted overtime, leave and administration in general as applicable in a staff office. Management of PERSAL functions. Ensure efficient and effective quality and risk management in HR, including audit compliance, databases and reports. Interpret and implement policies, regulations and procedures and provide effective and efficient assistance and support to clients, personnel, management and supervisors. Provide in-service training of personnel within the relevant section. Manage and supervise the general staff office with a very high workload, which are responsible for all personnel and related matters. Provide support in the administration processes of E-Disclosure, ORW Declarations. Application of the OSD regulations and prescripts.
<u>ENQUIRIES</u>	:	Mr CD Wehr Tel No: (021) 404-2306
<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 competency test. The pool of applications will be considered for vacancies within Groote Schuur Hospital, 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>	:	31 October 2025
<u>POST 38/214</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: FINANCE (PATIENT ADMINISTRATION)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mowbray Maternity Hospital
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Overall management and supervision of 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 effective Medical Records and Registry. Ensure compliance to audit requirements.
<u>ENQUIRIES</u>	:	Mr E Swanepoel Tel No: (021) 659-5567
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of 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>	:	31 October 2025
<u>POST 38/215</u>	:	<u>SOCIAL WORKER GRADE 1 TO 4 (SOCIAL SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R325 200 per annum Grade 2: R397 119 per annum Grade 3: R477 564 per annum Grade 4: R585 441 per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification as a Social Worker that allows for registration with the South African Council for Social Service Professionals (SACSSP). Registration with the Professions Council: Registration with the South African Council for Social Service Professions

		(SACSSP) as Social Worker. Experience: Grade 1: None after registration. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver licence. Competencies (knowledge/skills): Computer literacy (Microsoft Office, Clinicom). Appropriate social work experience in psychiatry, Intellectual Disability, inpatient and outpatient social work services.
<u>DUTIES</u>	:	Conduct psycho-social assessments of mental health care users. Provide users and family members with psycho-educational services with regards to mental health diagnosis, recovery principles, addiction and dual diagnosis. Address social issues that might impede the user's ability to recover timeously with the MDT. Contribute to well-developed exit plans for users. Linking of high-risk users and families to relevant support structures in the community. Recording of user information in accordance with relevant professional, and legal guidelines. Information management: Collecting statistical and operational data. Quality service outputs through participation in continued professional development.
<u>ENQUIRIES</u>	:	Ms N Mfiki Tel No: (021) 370-1403
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status". The pool of applicants will be considered for vacancies within the Chief Directorate: Metro Health Services, for a period of 3 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>	:	31 October 2025
<u>POST 38/216</u>	:	<u>INDUSTRIAL TECHNICIAN (CLINICAL ENGINEERING: ELECTRONICS WORKSHOP)</u> Directorate: Health Technology
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Clinical Engineering, Goodwood)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: National Diploma in Electrical (LC) Engineering (T; S or N stream), or National Diploma in Mechatronics, or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate experience after qualification with repairs, maintenance and installation of electronic or related medical equipment. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do fault finding on equipment. Good written and verbal skills. Proven experience computer literacy (i.e. MS Word, Excel). Product specific technical training.
<u>DUTIES</u>	:	Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (electronic) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health. Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the manager of the relevant workshop. Manage the workshop in the absence of supervisor in charge of relevant workshop and be willing to work within all Clinical Engineering disciplines.