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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 14 OF 2025

DATE ISSUED 25 APRIL 2025

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

**PROVINCIAL ADMINISTRATION: FREE STATE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote retrospectivity will receive preference.

- APPLICATIONS** : Applications To Be Submitted To: The HR Manager, P.O. Box 211, Bloemfontein, 9300 or hand delivered in the box provided in the entrance at the Oliver Tambo House, St Andrew Street, Bloemfontein or they may be sent via email: recruitment1@fscogta.gov.za. Please quote the reference number on your application. Please note that this is a re-advertisement of the post that was advertised in the Public Service Circular No. 13 of 2025. The post is readvertised due to the incorrect required qualifications.
- CLOSING DATE** : 16 May 2025

OTHER POSTS

- POST 14/117** : **DEPUTY DIRECTOR: COMMUNICATION REF NO: 12/2025**
- SALARY** : R896 436 per annum. (Level 11) All-inclusive package The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion, and which may include a 13th cheque and car allowance.
- CENTRE REQUIREMENTS** : Bloemfontein
Appropriate NQF Level 7 qualification in Communication, Media Studies, Journalism, Public Relations or Marketing Studies in or equivalent qualification. 3 – 5 years' experience as Assistant Director or equivalent level in Communication or related field. Recommendations: Good communication and writing skills, organizational management, events management. Appropriate public service experience in a communication, public relations or media environment, which include facilitating client and stakeholder collaboration; communication campaign development; people management; external communication; internal communication; and risk and reputation management. Inherent requirement of the job: Valid Code (B/EB) driver's license.
- DUTIES** : Manage the Communication sub-directorate of Communication. Assist in developing Communication Guidelines to be utilized within the department. Coordinate and facilitate all external events in the department such as Imbizo outreach programmes, outside broadcasts, national commemorative days, etc. Provide advice and guidance to management on communication related matters. Provide supervisory function and support to staff and the unit. Facilitating stakeholder engagement and collaboration. Develop and implement appropriate internal and external communication plans aligned with the Provincial Communication Strategy, including monitoring and evaluation of these campaigns. Responsible for risk identification, media liaison, and reputation management. Align strategic messaging across all communication channels, including obtaining the necessary health data and information timeously to develop communication strategies, plans, and campaigns. People management, including task allocation and performance management.
- ENQUIRIES** : Mr. Richard Matsoso Contact number: 0608805502

DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300). or: e-mail to recruitment3@fseducation.gov.za
- CLOSING DATE** : 16 May 2025
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at

<http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link below: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. certificate to be submitted prior to appointment. Regarding e-mailed applications: Applications must be submitted as a SINGLE Document/One Attachment to the e-mail address specified for each position. (kindly note that e-mailed applications and attachments should not exceed 15mb). it remains the candidate's responsibility to ensure that their application is successfully submitted. CV should not be more than 3 pages.

OTHER POSTS

<u>POST 14/118</u>	:	<u>DEPUTY DIRECTOR: SPECIAL PROGRAMMES SUB DIRECTORATE:</u> <u>OFFICE OF THE MEC: EDUCATION: REF NO: PS1/2025/01</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (All-inclusive annual salary package) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<u>CENTRE</u>	:	Bloemfontein: Head Office
<u>REQUIREMENTS</u>	:	A relevant B Degree or equivalent qualification as recognised by SAQA. (NQF Level 7). Minimum of 5 years' experience in the management of resources post

		qualification. Knowledge of relevant legislation applicable to special programmes and a Valid Driver's licence.
<u>DUTIES</u>	:	Key Responsibilities: To manage and coordinate Special Programmes activities to ensure the service delivery and smooth flowing communication. To develop policy/strategies of special programmes to ensure execution of and alignment with National frameworks. To co-ordinate the alignment of action plans on special programmes in the department of education to ensure effective and efficient execution of plans. Establishment of QLTC Structures at the Provincial and the District level. Ensure its functionality in all Schools in the Province. Monitor and provide advice on the establishment of Special Programme Forums in The Departments to oversee implementation of these special programmes. Attend Special Programme Committees both in the province and in partnership with all relevant key stakeholders and National Department of Education to keep abreast of the latest developments regarding special programmes and to provide inputs from a provincial perspective. To develop and facilitate the implementation of a departmental policy and operational plan with regard to Youth, Women and Disability (in line with provincial policy). To assist line-functionaries in the department with the implementation of such policy / plan. To co-ordinate all matters related to Youth, Women and Disability in the Department. To integrate activities related to Youth, Women and Disability in the Department. To initiate and facilitate special programmes related to Youth, Women and Disability in the Department. To monitor and evaluate the implementation of all legislation and the effectiveness of all programmes relating to Youth, Women and Disability in the department, in partnership with National Department of Education on Youth Built and Women's Built: Monitor/Evaluate/Analyse the implementation of special programme policies/strategies in the Department in order to report on progress and to make recommendations on possible changes. Overall management of the resources of the Sub-directorate to ensure the smooth running of the component.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411
<u>POST 14/119</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES: OFFICE OF THE MEC: EDUCATION: REF NO P1/2025/02</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823.per annum (Level 9) A basic salary Bloemfontein: Head Office
<u>DUTIES</u>	:	Degree/3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's licence. Attend and assist the office of the MEC in the execution of its special programmes and other related matters. Develop and facilitate the implementation of departmental policies and programmes with regard to Gender, Youth, Disabilities, Children's Rights and Batho Pele. Support line functionaries regarding implementation of Gender, Youth, Disabilities, Children policies and the White Paper on Batho Pele. Co-ordinate, promote and implement all matters related to Youth, Gender, Disability, Children's Rights and Batho Pele in the department. Ensure the establishment of functional structures of Quality Learning and Teaching Campaign to the Province, Districts, Circuits and Schools. Ensure that all National importance days are observed and Celebrated by the Department. Provide technical advice on matters related to special programs and transformation to senior management. Liaise and communicate with both internal & external key stakeholders of the Department in relation to Gender, Youth, Disabilities and Batho Pele programmes. Coordinate and facilitate activities of moral regeneration movement with all stakeholders and the department.
<u>ENQUIRIES</u>	:	Mr M Tseeke Tel No: (051) 404 8411

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representatively (race, gender and disability) in the province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively will receive preference.

<u>APPLICATIONS</u>	:	Applicants are urged to choose/ utilise one of the methods provided to forward application to: Department of Sport, Arts Culture and Recreation, Human Resource Management Directorate (Recruitment Division), Applications maybe hand delivered (drop off application box) Ground Floor, Zana Building,
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CLOSING DATE
NOTE

Corner Hill and Henry Street Bloemfontein OR submit application through email as a single scanned document/one PDF attachment to the email addresses specified for each position (kindly note that the emailed application and attachments should not exceed 5mb) alternatively courier to Zana Building, corner Hill and Henry Street Bloemfontein, Room 9 (Attention Mr L Moadira) 16 May 2025

Applications should be submitted on form Z.83, which can be downloaded from www.dpsa.gov.za and must be accompanied by a comprehensive CV only. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full (Separate application for every reference number). Subject matter must reflect the post reference number on the email. It will be expected from Shortlisted candidates to present certified copies of qualifications once interview process is communicated. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), NON-RSA citizens must provide proof of permanent residence permit (if shortlisted). The onus is on the applicants to ensure that their applications are couriered or hand delivered timeously as NO applications received after the closing date and as well as incomplete applications will be considered. Applicants are respectfully informed that shortlisted candidates are subjected to pre-employment screening (verification of qualification, security clearance, citizenship, credit record check and employment verification), to determine suitability for employment. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful. Shortlisted candidates will be subjected to a practical pre-entry assessment that intends to test relevant technical, generic and integrity elements link to specific post. The suitable candidates will be selected with intention of promoting representativity and achieving EE targets as contemplated in the departmental Employment Equity plan.

MANAGEMENT ECHELON

POST 14/120

DIRECTOR: HERITAGE, MUSEUM AND LANGUAGE SERVICES (REF NO 2200 / 1)

SALARY

R1 216 824 per annum (level 13) (This all-inclusive remuneration package consists of a basic salary, the State's contribution to contribution to the Government Employees Pension fund and a flexible portion that may be structured in term of the applicable rules

CENTRE
REQUIREMENTS

Bloemfontein

An appropriate Degree (NQF 7 Qualification) preferably in Heritage Practice and/or Heritage Management / Heritage Studies / Cultural Anthropology and/or related studies. 5 Years' middle / senior management experience in the field. Pre-entry certificate for senior Management service (Nyukela Certificate) (which must be submitted prior to appointment). Driver's License Managing of resources in a public sector environment; developing and implementing policies, strategies and programmes. Knowledge of – Relevant legislation, including the Constitution, and policy applicable to the Directorate; Strategic management; Organisation development; Corporate and employee performance management. The ability to –Meaningfully communicate orally and in writing with a variety of audiences; Collaborate effectively with a range of stakeholders; Effectively work as a team member in multi-disciplinary teams; Analyse and integrate data in order to solve problems and make appropriate decisions; Manage conflict; Provide leadership and inspire subordinates; Effectively use MS Office applications; Manage programs and projects; Manage finances; Manage people; Manage risk; Set and enforce appropriate work and behavioural standards. Professional Strong customer orientation. Honesty and integrity, including maintaining confidences, Fair, unbiased, empathetic, and helpful in dealing with customers, superiors and subordinates

DUTIES

To manage a Directorate than enhance heritage, Museum and Language Service in the department which inter alia - preserve promote and exhibit natural and cultural history of the inhabitant of the province- as well the promotion and development of official languages and multi- linguicism in the Free State. Develop Heritage and Museum Regulations for the province. Develop guidelines for loaning, donation and selling of artefacts for the province. Prepare quarterly report on the management of Heritage, Museum

		and implementation of Language Act in the province. Establish and maintain working relationship with Civil Society and related interest groups for the development of Heritage, Museum and Language in the province and outside the province. Responsible for management of assets, Financial and Human Resources and infrastructure. Coordinate, preparing and Chairing Inter-Departmental Language Forum and Friends of the Museum meeting and/or render support services to statutory bodies within the province. Develop and implement Annual Performance Plan for the Unit and report performance monthly. Assist and advice the Chief Director: Cultural Affairs on policy matters which are related to the Directorate
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two posts the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments for Senior Management Service positions
<u>POST 14/121</u>	:	<u>DIRECTOR – HUMAN RESOURCE MANAGEMENT (REF NR 1300/2)</u>
<u>SALARY</u>	:	R1 216 824 per annum. This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in term of the applicable rules.
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 as recognised by South African Qualification Authority (SAQA) or equivalent qualification. 5 years' experience at a middle/ senior management level in Public Service. Key Competencies: developing and implementing policies, strategies and programmes. Knowledge of relevant legislation and policies link to key performance areas attached to the post. Ability to analyse and integrate in variety of work scenarios and data to solve problems and make appropriate decisions. Collaborate effectively with range of stakeholders. Completion of the Pre-Entry certificate for Senior Management Service (Nyukela Certificate) (which must be submitted prior to appointment) Valid Driver's Licence.
<u>DUTIES</u>	:	Provide strategic advice and direction to the Human Resource Management Directorate which include Human Resource Practices & Administration, HR utilization and capacity building with performance management, Employee Relations, Human Resource Planning and Strategies as well as Employee Wellness programmes. Responsible for policy development analysis and implementation related to various sub-directorates under his/her span of control. Participate in preparing and reviewing the departments' performance management system by setting key performance indicators (KPI's) aligned with the strategic and annual performance plan as well as regular monitoring and reporting on KPI as required. Ensure consistent compliance with national and provincial legislation, applicable to and affecting the directorate as well as advice to Head of the Department and EA in this regard. Plan, organise lead and control preparation and submission of an annual business plan for the Directorate as well as risk management. Responsible for budget management, implementation of supply chain management system and practices, human resource management, knowledge management as well as contract management in respects of all sub-directorate, division allocated under his/her span of control to ensure effective delivery activities undertaken by the directorate.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>NOTE</u>	:	Following the interview and technical exercise, for the above two posts the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments for Senior Management Service positions.
<u>POST 14/122</u>	:	<u>COLLECTION OFFICER (REF NO 2261/ 4)</u>
<u>SALARY</u>	:	R397 116. per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein

<u>REQUIREMENTS</u>	:	An appropriate NQF 7 qualification preferable Museum / Heritage science. Minimum of three (3) years' experience in a museum or heritage related environment. Drivers Licence. Computer Literacy. Knowledge in handling and conservation of artefact's, electronic documentation and store management as well as research methodology. Ability to maintain good public relations, report writing and administrative skills as well as competency to operate photography equipment
<u>DUTIES</u>	:	Develop and maintain documentation systems and processing system for artefact within Provincial Museum Services. Develop and maintain administrative procedures to support the management and compliance of museum collections as well as preparation of condition reports and collection audits. Manage book collection within the museums. Conservation and preservation of artefacts. Expose communities to their heritage by making artefacts available for research, museum exhibitions, outreach programs and general public Responsible for management of resources e.g., financial planning, asset management and staff supervision.
<u>ENQUIRIES</u>	:	Ms Tlaleng Modupe Tel No: 066 479 1443
<u>APPLICATIONS</u>	:	recruit.bt@sacr.fs.gov.za
<u>POST 14/123</u>	:	<u>OCCUPATIONAL HEALTH & SAFETY OFFICER (REF NO 1444/ 3)</u>
<u>SALARY</u>	:	R397 116 per annum (Level 8) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 Degree in Social Science with Comprehensive relevant experience in OHS work (2-3 years' work experience) OR Occupational Health and Safety Management, or Safety Management, knowledge and understanding of OHS/SHERQ issues in the workplace. Ability to analyse and develop OHS policies. Knowledge and understanding of monitoring and evaluation tools and processes in the context of OHS/SHEQ. Courses linked with SHEQ will be an advantage. Valid Driver's license.
<u>DUTIES</u>	:	Ensure implementation of the Occupational Health & Safety Act. Oversee availability and serviceability of Occupational Health & Safety equipment. Identify SHE hazard and risk trends and provide mitigation measures. Conduct continuous analysis of first aid management. Provide advice and guidance on Occupational Health & Safety issues. Ensure training of staff in Occupational Health & Safety practices. Supervise Cleaners.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATION</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/124</u>	:	<u>SENIOR REGISTRY CLERK (REF NO 1304/5)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein (Human Resource Management Directorate)
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent qualification. 3 5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and how to utilize computer/E-filing Systems optimal Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures required within a registry environment.
<u>DUTIES</u>	:	Supervise and provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry functions. Supervise the procedure and/or processes required for archiving and/disposal of documents. Supervise human resources.
<u>ENQUIRIES</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209
<u>APPLICATIONS</u>	:	recruit.si@sacr.fs.gov.za
<u>POST 14/125</u>	:	<u>PERSONAL ASSISTANT (OFFICE OF THE CFO) (REF NO 1200/8)</u>
<u>SALARY</u>	:	R325 101 per annum (Level 7) A basic salary
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Grade 12 with proven ability to apply knowledge and skills, secretarial qualification or equivalent. Minimum of two (2) years' experience in a secretarial or administrative related environment. Drivers Licence. Knowledge of Computer Literacy (Windows). Ability to draft submissions, plan, organize, communicate, have good interpersonal relations, produce accurate work, be professional, co-ordinate, Typing.

<u>DUTIES</u>	:	To Manage the engagement of the Chief Financial Officer to ensure attendance of Chief Financial Officer at all relevant/prioritized meetings To compile all necessary documents for the Chief Financial Officer in terms of the meetings to be attend and to sensitize him/her on the contents thereof Correctly classify documents and ensure the safe-keeping thereof, ensure an efficient flow of information and documents to and from the office of the Chief Financial Officer To compile and distribute confidential documents and cabinet memoranda and general correspondence to relevant stakeholders. To attend meetings with Chief Financial Officer with the purpose of minuting resolutions and interaction with role-players to ensure implementation of such resolutions. To act as secretariat for meetings scheduled by Chief Financial Officer which include preparation of relevant correspondence in connection with this engagement. To record decision and to communicate it, with the purpose of execution, to role-players, to follow-up on progress made and to prepare briefing notes to the Chief Financial Officer to deal with enquiries received, internally and externally to the relevant stakeholders
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/126</u>	:	<u>ADMINISTRATION OFFICER (OFFICE HEAD OF DEPARTMENT (REF NO 1100/9)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum (Level 7) A basic salary Bloemfontein An appropriate NQF 6 qualification with proven ability to apply knowledge and skills, or equivalent. 3 -4 years' public sector experience will be an advantage Knowledge of basic Personnel administration, BAS, Treasury Regulations. Financial Regulations Valid Driver's license.
<u>DUTIES</u>	:	Record, organise, capture and retrieve correspondence and data (line function). Distribute documents/packages to various stakeholders as required. Keep and maintain incoming and outgoing register of the component. Collect/receive of any information for consolidation and reporting. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Maintain leave register of the component. Arrange travelling and accommodation for officials with office of the Head of Department. Capture and update expenditure report within Office of the Head of Department. Check correctness of subsistence and travel claims of officials within office of the Head of department and acquire approval for these claims Keep and maintain personal records in the component. Responsible for staff supervision
<u>ENQUIRIES APPLICATION</u>	:	Ms Irene Ikaneng Tel No: 066 474 7209 recruit.si@sacr.fs.gov.za
<u>POST 14/127</u>	:	<u>MUSEUM OFFICER (REF NO 2254 / 6)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321.per annum (Level 5) A basic salary Transgariep Museum (Phillipolis) Senior Certificate or equivalent qualification. Computer Literacy Basic experience as receptionist tour guide or museum related work and/or valid driver's licence will be an advantage
<u>DUTIES</u>	:	Render and effective frontline service in the museum by welcoming the tourist and visitors, provide guidance to them in and around the museum by sharing information related to the museum. Responsible for basic museum collection administration, relating to artefacts, displays and other items in the museum. Responsible for safety and neatness of museum building and displays. Responsible for management of assets and human resources Perform administrative task link to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tlaleng Modupe Tel No 066 479 1443 recruit.bt@sacr.fs.gov.za
<u>POST 14/128</u>	:	<u>CLEANER (REF NO 3800 / 7)</u>
<u>SALARY CENTRE</u>	:	R138 486 per annum (Level 2) A basic salary Bloemfontein (Library Services)

<u>REQUIREMENTS</u>	:	ABET qualification Capacity to operate cleaning equipment and knowledge how to use cleaning product and methods Ability to carry out instruction mostly repetitive/ routine nature received from supervisor
<u>DUTIES</u>	:	Responsible for a clean and hygienic environment by cleaning offices, corridors, elevators, boardrooms, kitchens and restrooms. (Cleaning duties entails for example dusting. Sweeping, vacuum of carpets, empty and clean dustbins, wash crockery, prepare boardroom for meeting. By cleaning it, place water and crockery before meeting commence Effective use of cleaning material and equipment, care thereof, requesting supplies in time and report on defaults immediately.
<u>ENQUIRIES</u>	:	Ms Lerato Twala Tel No: 066 479 1247
<u>APPLICATIONS</u>	:	recruit.ly@sacr.fs.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ROADS AND TRANSPORT**

<u>APPLICATIONS</u>	:	In line with the Department's employments Equity Plan, Females and People With Disabilities are encouraged to apply. To apply for the below positions, please apply online at http://jobs.gauteng.gov.za Only online applications will be considered and for general enquiries please contact Human Resource on 0833240044/ 0837924851.
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applicants must utilise the most recent online Z83 application for employment form available online and complete the declaration as per the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and declared online. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to complete Z83 and upload the Curriculum Vitae (CV) will result in disqualification. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.
OTHER POST		
<u>POST 14/129</u>	:	<u>ASSISTANT DIRECTOR: REPORTING REF NO: REFS/022210</u> Chief Directorate: Financial and Management Accounting
<u>SALARY</u>	:	R468 459 per annum (Level 09)
<u>CENTRE</u>	:	Bedfordview
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Accounting or Financial Accounting. Minimum of 3-5 years' experience working in the public sector financial reporting environment. Knowledge of GRAP and PFMA/MFMA or Treasury Regulations. Excellent computer literacy, including email and internet skills. Proficient knowledge and skills of finance practices as well as a good knowledge of the public service finance management framework. Excellent communication, writing and reporting skills.
<u>DUTIES</u>	:	Provide monthly management report; Prepare Section 40 report as legislated by Public Finance Management Act. Submission of Section 40 report timeously. Provide periodic reporting. Co-ordinate financial information for Audit Committee report quarterly. Prepare financial information for the APP report quarterly. Provide financial information for the Annual report annually. Provide Financial Statements; Prepare and submit quarterly and Annual Financial Statements for review, quality assurance and audit. Prepare a well referenced audit file with lead schedules and supporting documents. Attend to audit queries as required. Manage reconciliations; Review monthly Bank and SAP reconciliation for approval. Review monthly Persal and SAP reconciliation for approval. Scan the approved reconciliations on to a shared drive on Teams App. Manage human resources; Manage and review performance of subordinates. Manage administration of subordinates leave forms
<u>ENQUIRIES</u>	:	Ms. Andiswa Gingqi Tel no: (011) 372 – 8660
<u>APPLICATIONS</u>	:	Must be submitted online at https://jobs.gauteng.gov.za alternatively email to gFleeTRecruitment@gauteng.gov.za . For general enquiries please conduct Human Resources on 010 345 1535. NB: If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, post or hand delivered and late applications will be considered.
<u>NOTE</u>	:	It is our intention to promote representative (Race, Gender, and Disability) in the Public Service through the filling of this post. Applications must be

submitted on form Z83(effective 01 January 2021), obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). The logistics of which will be communicated by the Department. Department reserves the right not to make appointment to the advertised post.

<u>CLOSING DATE</u>	:	16 May 2025
<u>POST 14/130</u>	:	<u>CHIEF ARTISAN GRADE A-B REF NO: REFS/022228 (02 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R480 261 – R769 920.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Ekurhuleni, Tshwane
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Certificate in Diesel or Electromechanical; 10 years post qualification experience as an Artisan or Artisan Foreman. Valid driver's license (C1); Knowledge in automotive; Knowledge in mechanical and electrical components; Knowledge of power machines, i.e motor; Knowledge of hydraulics system equipments; Knowledge of electrical and mechanical analogues; knowledge of Relevant legislation and Public Service Regulations; Knowledge of SLAs; Technical and report writing skills; Computer-aided technical applications; Project management Technical design and analysis knowledge.
<u>DUTIES</u>	:	Manage plant, equipment and workshop/building facilities and related technical services; Manage regional assets associated with plant and equipment; Manage Risk and OHS at the region; Manage administrative and related functions; Maintain and advance expertise; Manage resources (Human and financial).
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/131</u>	:	<u>ARTISAN FOREMAN GRADE A-B REF NO: REFS/022226 (03 POSTS)</u> Roads Maintenance and Fleet Services
<u>SALARY</u>	:	R382 047 – R571 089.per annum (plus benefits). Proof of recognized experience will be requested only to the shortlisted candidates.
<u>CENTRE</u>	:	Heidelberg, Tshwane, West Rand
<u>REQUIREMENTS</u>	:	An Appropriate Trade Test Certificate in Diesel or Electromechanical. Minimum of 5years post qualification experience as an Artisan. A valid Driver's License. Valid driver's license (C1). Knowledge and Skills: Relevant legislation and Public Service Regulations, Knowledge of SLAs, Knowledge of legal compliance Knowledge in automotive, Knowledge in mechanical and electrical components, Knowledge of power machines, i.e motor, Knowledge of hydraulics system equipment's, Knowledge of electrical and mechanical analogues. computer skills, Communication, Creativity, Planning and Organizing and Conflict Management.
<u>DUTIES</u>	:	Supervise compliance of plant and equipment in the workshop/building facilities/site. Control and monitor the Maintenance and services rendered. Perform administrative and related functions. Maintain and advance expertise. Manage resources.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/132</u>	:	<u>ARTISAN PRODUCTION GRADE A-C REF NO: REFS/022227 (12 POSTS)</u> Roads Maintenance and Fleet Services

<u>SALARY</u>	:	R243 597 – R408 048.per annum (plus benefits). The offer is based on recognition of experience after trade certificate. (Proof of recognized experience will be requested only to the shortlisted candidates).
<u>CENTRE</u>	:	Ekurhuleni, Heidelberg, Tshwane, West Rand, Mottsweding, Sedibeng
<u>REQUIREMENTS</u>	:	An appropriate trade test certificate in Diesel or Electromechanical. Knowledge and Skills: Relevant legislation and Public Service Regulations, Understanding of expectations of customers, Knowledge of SLAs, Management information knowledge, Knowledge of GPG political and executive structures, Technical Knowledge, Computer aided technical applications, Analytical thinking, Research, Computer utilization, Production, process knowledge and skills, Adaptability during changes to meet the goals, Technical report writing, Change/diversity management and a Valid driver's license (C1).
<u>DUTIES</u>	:	Repair and service plant and equipment in workshop/building and on-site. Render group operations services, Apply and define techniques to enhance quality in accordance with the departmental standards, Maintain plant, equipment and workshop/building facilities, Perform administrative and related functions, Maintain expertise plan, Keep and maintain job record/register. Supervise and mentor staff, Render group operations services.
<u>ENQUIRIES</u>	:	Ms. M. Mashele/ Mr. S. Ngcobo/ Ms. V. Majoko Tel. (011) 355-7082/7043 / (012) 2367 /2350
<u>POST 14/133</u>	:	<u>DEPUTY DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022224 (03 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R896 436. per annum (level 11) (All inclusive)
<u>CENTRE</u>	:	Ekurhuleni, Tshwane, JHB
<u>REQUIREMENTS</u>	:	A Bachelor's degree (NQF 7) in Public Administration and/ Management. Minimum of 3-5 years' relevant experience of which 3 years must be at Junior Management/ Assistant Director Level. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations, understanding of expectations of customers, knowledge of SLAs. Knowledge of GPG political and executive structures. Stakeholder relationship management, Community relations, stakeholder relationship management, Policy formulation, Strategic Management.
<u>DUTIES</u>	:	Manage, co-ordinate and implement public and stakeholder participation. Manage the implementation of an integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Provide intelligence information in liaison with law enforcement agencies to prevent service delivery disruptions or community protests for Roads and Transport services. Manage and monitor information and evaluate unit in the implementation of SDIP. Render service delivery and rapid response services in support of GDRT Regional Offices and Roads Construction Chief Directorate. Sub-Directorate Management. Compile and update community profiles on a quarterly basis, as baseline information to inform the GDRT deliverology system and programs.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367
<u>POST 14/134</u>	:	<u>ASSISTANT DIRECTOR: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022225 (05 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R468 459 per annum (level 9) (Plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni
<u>REQUIREMENTS</u>	:	A National Diploma (NQF 6)/ Bachelor's degree (equivalent to NQF 7) in Public Administration and Management. Minimum of 3-5 years' experience in the service delivery or rapid response field/ value chain. In possession of a valid Driver's License code8/10. Knowledge and skills: GP and GPDRT policies and procedures; relevant legislation and Public Service Regulations of customers; knowledge of SLAs. Community relations; Computer utilisation; conflict management; adaptability during changes to meet goal and change and diversity management.
<u>DUTIES</u>	:	Facilitate the implementation of public and stakeholder participation and service delivery strategy. Monitor and facilitate the implementation of integrated service delivery plan/programs inclusive of roads and transport with Municipalities. Identify and mitigate the service delivery risks/protest on roads

		and transport in the province. Provide support in implementation of SDIP. Respond to service delivery and rapid response within regions on roads and transport services. Manage resources (Finance Human, Equipment/Assets) in the sub-Directorate.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367
<u>POST 14/135</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: SERVICE DELIVERY & RAPID RESPONSE REF NO: REFS/022223 (11 POSTS)</u> (12 Months Contract) Roads Stakeholder Management
<u>SALARY</u>	:	R325 101 per annum (level 7) (Plus Benefits)
<u>CENTRE</u>	:	Ekurhuleni, Tshwane, JHB, West Rand, Sedibeng
<u>REQUIRMENTS</u>	:	Grade 12 qualification or equivalent NQF level 4 with 3 year's relevant experience. Skills: Computer literacy, Planning and organization, Good verbal and written communication skills, Interpersonal Relations, Flexibility and Teamwork. Knowledge: Knowledge and understanding of the legislative framework governing the Public Service, Job Knowledge.
<u>DUTIES</u>	:	Supervise and render general clerical support services; Supervise and provide supply chain clerical support services within the sub-directorate; Supervise and provide personnel administration clerical support services within the sub-directorate; Supervise and provide financial administration support services in the sub-directorate; Supervise human resources/staff; Compile quarterly, medium and annual reports; Provide overall admin support for the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. A. Mkhombo/ Ms. K. Letsholo Tel no: (011) 355 7004/ 7367

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200 or email to Malinee.chandul@kznhealth.gov.za/ Khazimula.goba@kznhealth.gov.za.
- FOR ATTENTION** : Mrs M Chandulal
- CLOSING DATE** : 13 May 2025
- NOTE** : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only.

OTHER POSTS

- POST 14/136** : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – PULMONOLOGY REF NO. GS 10/25**
Component: Department Of Internal Medicine

- SALARY** : R2 084 754.per annum (All-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

- CENTRE** : Greys Hospital, Pietermaritzburg Metropolitan Hospitals Complex
- REQUIREMENTS** : Senior Certificate or equivalent MBCHB or Equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician) Certificate in Pulmonology (SA) or equivalent qualification (if not trained in South Africa) Current Registration with the Health Professions Council of South Africa as a Pulmonologist. Five years (5) post registration experience as a Specialist Physician (Only shortlisted candidates will be required to submit proof of all documents) The Employment Equity Target for This Post Is: African Male, African Female. Recommendation: Experience in managing a Pulmonology unit Knowledge, Skills, Experience and Competencies: Sound clinical Pulmonology and patient management skills A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience

- DUTIES** : Key Performance Areas: Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Pulmonology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Pulmonology services in Area 2 Clinical responsibility in the discipline of Pulmonology and Internal Medicine with after-hours participation (based on departmental operational need) Performance of clinical procedures generally done by Pulmonologists. Management Responsibilities: Development and support of Specialist Pulmonology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Pulmonology Unit Oversight and management of infrastructure, equipment and consumables in the Pulmonology Unit Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Pulmonology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Pulmonology and Medicine Training and Research Responsibilities Support of Staff Training including subspecialty Pulmonology training in the PMB Metropolitan area under the auspices of the Department of Pulmonology at the University of KwaZulu Natal Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Pulmonology and Internal Medicine Participation in and support of clinical research and quality control activities in the PMB Departments of Pulmonology and Medicine

- ENQUIRIES** : Dr M Bizaare Tel No: 033-897 3290

DEPARTMENT OF TREASURY

The KwaZulu-Natal Department of Provincial Treasury is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups.

- APPLICATIONS** : KwaZulu-Natal Provincial Treasury, P O Box 3613, Pietermaritzburg, 3200 or 145 Chief Albert Luthuli Road Pietermaritzburg 3200. Applications can also be submitted via the e-services system please access this site (eservices.gov.za).
- FOR ATTENTION** : Ms N Cele
- CLOSING DATE** : 13 May 2025
- PREFERENCES** : Females and people with disabilities who meet the requirements.
- NOTE** : The new Z83 form must be used effective 1st January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. The Z83 must be accompanied by a comprehensive Curriculum Vitae. Only provisionally shortlisted applicants will be contacted and requested to submit their supporting documents. The Department will also conduct reference checks with HR of current /previous employer(s) beside the references provided on CV. Candidates will be subjected security screening and a technical assessment. Under no circumstances will be faxed, emailed and late applications be accepted. The Department discourages applications that are registered and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Should you not hear from the Department within 3 months of the closing date, please regard your application as unsuccessful. Regrettably, due to excessive budget cuts, the department is not in a position to meet any travel and subsistence costs relating to recruitment processes, or relocation and resettlement costs for successful candidates.

OTHER POSTS

- POST 14/137** : **DEPUTY DIRECTOR: MUNICIPALITIES & MUNICIPAL ENTITIES RISK & ADVISORY SERVICES REF NO. KZNPT 25/15**
Re-advertise
- SALARY** : R896 436 per annum (All-inclusive annual package)
- CENTRE** : KZN Provincial Treasury, Pietermaritzburg
- REQUIREMENTS** : A 3-year NQF Level 7 Bachelor's Degree or higher qualification with Accounting and Risk Management as majors or related field. A minimum of 3 years' junior management experience in Risk Management /Auditing environment. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Skills, Knowledge And Competencies: Detailed knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, including: Constitution, PFMA and Treasury Regulations, Municipal Finance Management Act (MFMA), PSRF (Public Service Regulatory Framework), Standards for the Professional Practice of Internal Auditing, General Recognised Accounting Principles, Generally Accepted Accounting Principles, MTEF budget compilation and analysis, Risk Analysis, Risk Management Practices. Risk Management. Problem-solving. Analytical and numeracy. Analytical and quantitative method tools. Verbal communication and presentation. Good interpersonal relations. Research and analysis. Report writing and general writing. Project planning and management. Change management. Time management. Policy development. Report writing. Statistical and quantitative analysis. Strategic planning and management. Organisational development and dispute resolution. Chairing of meetings. Excellent verbal and written communication abilities; Maintain high standard of honesty, objectivity, diligence, and loyalty. due professional care. Computer skills: Spreadsheets (MS Excel), word processing (MS Word), power point (MS Office), internet and intranet
- DUTIES** : Develop norms and standards on risk management and internal audit. Monitor, enforcement/implementation and reporting of delegated municipalities and municipal entities compliance with norms and standards. Provisioning of support and capacity building. Ensure the development and maintenance of provincial risk register. Manage Resources of the Sub-Directorate
- ENQUIRIES** : Mr P Moloi Tel No: (033) 897 4664

**MPUMALANGA PROVINCIAL ADMINISTRATION
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

ERRATUM: Kindly note that the posts were Advertised in Public Service Vacancy Circular 13 of 2025 dated 11 April 2025, the post of an Operational Manager (PN-B3): PHC (Thembaletu CHC, Nkangala District) with Ref.: MPDoH/Apr/25/ and Clinical Nurse Practitioner (PN-B1): PHC (Nkomazi Sub-district and Mangweni Clinic) with Ref: MPDoH/Apr/25 with the closing date of 30 April 2025, have been withdrawn.

OTHER POSTS

<u>POST 14/138</u>	:	<u>PHARMACIST GRADE 1 REF. NO: MPDoH/Apr/25/41</u>
<u>SALARY</u>	:	R848 862 – R900 948 per annum
<u>CENTRE</u>	:	Lilian Mambakazi CHC (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Pharmacy Degree or equivalent qualification. Current registration with South African Pharmacy Council (SAPC) (2025). Core competencies recommended. Commitment to quality development of self and others. Computer literacy, good interpersonal skills. Good written and verbal communication skills. Strong leadership and managerial skills.
<u>DUTIES</u>	:	Ensure proper selection and procurement of drugs and surgical items for the hospital. Ensure rational use of drugs. Develop a hospital medicine formulary. Monitor expenditure on pharmaceutical and surgical items. Perform stock control functions. Ensure proper reconciliation of pharmaceutical accounts. Supervise and train Pharmacy Support Staff, Interns, Community Servers and Junior Pharmacist.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/139</u>	:	<u>ASSISTANT MANAGER NURSING (PN-B4): PHC REF NO: MPDoH/April/25/42</u>
<u>SALARY</u>	:	R755 355 – R863 667 per annum
<u>CENTRE</u>	:	Bushbuckridge Sub-district (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery plus a post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in above mentioned specialties in nursing. A Diploma in Clinical Nursing Assessment, treatment and Care or Community Health Nursing Science. A minimum of ten (10) years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing (2025). At least six (6) years of the period referred to above must be appropriate/recognisable experience in the relevant specialty after obtaining the 1-year post-basic qualification in the specific specialty. At least three (3) years of the period referred to above must be appropriate/recognisable experience at management level. Experience and Knowledge of the District Health System. Must have understanding of principles of Primary Health Care Re-engineering. Demonstrate an in depth understanding of Nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. A valid driver's licence.
<u>DUTIES</u>	:	Supervise and support allocated PHC facilities in line with the PHC Supervision Policy. Conduct monthly red flags and regular reviews. Demonstrate understanding of the District Health Information System (DHIS). Form part of the quarterly programme in-depth reviews together with respective Programme Co-ordinators. Form part of the Sub-district and District review session to monitor progress on set targets according to the District Health Plan (DHP).

	Ensure that PHC facilities that she/he is responsible for are compliant with the National Core Norms and Standards. Ascertain smooth implementation of the referral system and address constraints related to continuity of care. Support initiatives of the three streams of PHC Re-engineering. Implement the Performance Management and Development System (PMDS) with Operational Managers of PHC facilities that she/he is responsible for.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/140</u>	: <u>OPERATIONAL MANAGER NURSING (PN-B3): OPERATING THEATRE</u> <u>REF NO: MPDoH/Apr/25/43</u>
<u>SALARY</u>	: R693 096 – R789 861 per annum
<u>CENTRE</u>	: Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	: Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2024) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Operating Theatre Nursing Science. A minimum of nine (09) years of appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Operating Theatre Nursing Science after obtaining the 1 year post basic Operating Theatre Nursing Science qualification. Experience and knowledge of the District Health System. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and finance and practices. Knowledge of relevant legal framework such as Nursing Act, Health Occupational and Safety Act, Patients Right Charter, Batho Pele Principles, Operational Management Skills. Problem solving, planning and Organizing Skills. Expected to work under pressure and on night duty. Leadership. Supervisory, problem-solving, conflict resolution, inter-personal and communication and communication skills. Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact delivery on service. Computer literacy will be an added advantage (MS Word, Excel, PowerPoint and Outlook). Computer literacy.
<u>DUTIES</u>	: The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal Nursing Services as an Operational Manager in Operating Theatre Unit. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter- Professional, inter-sectoral and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers' scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to the facility information office. Identify develops and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.
<u>ENQUIRIES</u>	: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	: Departmental Online Application System: www.mpuhealth.gov.za .

<u>POST 14/141</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) (PN-A7) REF. NO: MPDoH/Apr/25/44</u>
<u>SALARY</u>	:	R693 096 - R813 732 per annum
<u>CENTRE</u>	:	Middelburg Hospital (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2025). A minimum of eight (8) years appropriate / recognizable experience in Nursing after registration as a Professional nurse with the South African Nursing Council (SANC) in general nursing. At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage human resources. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/142</u>	:	<u>EMS STATION MANAGER GRADE 3-6 REF. NO: MPDoH/Apr/25/46 (2 POSTS)</u>
<u>SALARY</u>	:	Grade 3: R397 308 - R454 278 per annum Grade 4: R480 108 - R548 625 per annum Grade 5: R562 119 - R607 260 per annum Grade 6: R624 288 - R700 821 per annum
<u>CENTRE</u>	:	EMS Barberton Station (Ehlanzeni District) and EMS Ermelo Station (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent qualification plus Ambulance Emergency Assistant / Emergency Care Technician Qualification / Critical Care Assistant Certificate / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the HPCSA (2025) as ANT / ECT / Paramedic / ECP. Valid code C1 driver's license with an unendorsed PDP. Diploma in Management or above will be an added advantage. Knowledge and skills: Previous supervisory experience or qualification. Knowledge of Supply Chain Policy and Financial Management. Be able to work under pressure and excessive hours. Be prepared to travel and attend to emergencies after hours. Knowledge of Labour Relations. Computer literacy. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail.
<u>DUTIES</u>	:	General office administration. Human Resource Management. Be responsible of all EMS activities in the Station. Provide advice on procedures and policy matters to staff and ensure compliance with all policies operating in the service. Ensure that fleet management is properly implemented to provide for the maintenance and repairs of vehicles in accordance with Transport Policy. Ensure the control and have an inventory of all resources at the Station. Be responsible for EMS occupational health and safety at the Station. Respond to all major incidents to assist and co-ordinate such incidents within the operational area. Including rescue responses and outstanding calls when necessary and attend debrief meetings. Investigate service complaints

		received from internal and external resources and report on these complaints to the District Manager.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/143</u>	:	<u>RADIOGRAPHER GRADE 1 REF NO: MPDoH/Apr/25/47</u>
<u>SALARY</u>	:	R397 233 - R454 191 per annum
<u>CENTRE</u>	:	Lydenburg Hospital (Ehlanzeni District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus an appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable) (2025). Grade 1: SA Qualified employees: None after registration with the HPCSA in the relevant profession (where applicable) in respect of employees who performed Community Service, as required in SA. Foreign Qualified employees: One (1) year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of employees of whom it is not required to perform Community Service, as required in SA. Hospital experience and extensive knowledge in Occupational Health and Safety will be an added advantage. Good interpersonal Skills, written, verbal and presentation Skills. Accuracy and attention to detail. Ability to work under pressure. Ability and willingness to travel. Good interpersonal relationship, Leadership skill. Valid drivers' licence.
<u>DUTIES</u>	:	Ensure patient care during imaging for optimal diagnostic purpose: Explain procedures to patients, prepare patient for imaging, Assist and position patient for imaging, perform imaging. Practice radiation protection to minimize radiation dose to staff, patients and general public: Establish LMC status of female patients, adhere to radiation safety standards (secure area, lead aprons etc), Apply correct radiation/exposure factors (correct dosages), Exercise clinical responsibility to ensure optimal diagnostic imaging: Interpret clinical history of patients to determine the correct procedure, ensure correct positioning of patient to minimize radiation exposure to the patient, ensure correct identification of patient image (name, lead markers etc.). Participate in Education and training programs for continuous professional development and quality service delivery: Practical training and evaluation of students Implement quality assurance programs for quality service delivery, Check/test radiation equipment and report faults, apply reject analysis, Adhere to policies and protocols.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/144</u>	:	<u>PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING REF. NO: MPDoH/Apr/25/48</u>
<u>SALARY</u>	:	R324 384 – R382 107 per annum
<u>CENTRE</u>	:	Hlalanikahle Clinic (Nkangala District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice (I.E. Diploma/ Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse (2025). Grade 1: A minimum of 1-10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision-making skills.
<u>DUTIES</u>	:	Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing

care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/145 : **ARTISAN (PRODUCTION) GRADE A: PLUMBER REF. NO: MPDoH/Apr/25/50 (2 POSTS)**

SALARY : R243 597 – R270 357 per annum
CENTRE : Standerton Hospital (Gert Sibande District) and Mmametlhake Hospital (Nkangala District)

REQUIREMENT : Minimum of Grade 10-12 or equivalent qualifications plus an appropriate completed apprenticeship and trade test certificate in Plumbing. Valid driver's licence. Willingness to work irregular hours and attend emergencies when required. Ability to communicate in two of the three official languages of the Mpumalanga Province (read & write) Ability to work under pressure Must be willing to work in adverse weather conditions In physical sound and healthy condition Prepared to perform overtime and standby duties, including weekends and public as well as over peak periods, as and when needed.

DUTIES : Responsible to monitor reservoir levels and sewer pumps Responsible for repairs and maintenance of water & sewer pipelines (mains) and fittings. Installation and maintenance of sewer connections and new mains. Responsible for materials and sores requisitions. Recordkeeping of daily work. Responsible for on-site Occupational Health & Safety. Responsible for Municipal assets and equipment. Responsible for supervision of staff.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/146 : **EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Apr/25/56 (6 POSTS)**

SALARY : R217 983 - R286 521 per annum

CENTRE : EMS Nelspruit Station (2 Post)
 EMS Bongani Station (2 Post)
 EMS Matikwana Station (2 Post) (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as

dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

ENQUIRIES : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS : Departmental Online Application System: www.mpuhealth.gov.za.

POST 14/147 : **EMERGENCY CARE OFFICER GRADE 3 REF. NO: MPDoH/Apr/25/63 (7 POSTS).**

SALARY : R217 983 - R286 521 per annum

CENTRE : EMS Waterval Boven Station (1 Post)

EMS Mmamethlake Station (6 Posts) (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

DUTIES : Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/148</u>	:	<u>EMERGENCY CARE OFFICER GRADE 3 REF. NO.:MPDoH/Apr/25/68 (5 POSTS)</u>
<u>SALARY</u>	:	R217 983 - R286 521 per annum
<u>CENTRE</u>	:	EMS Embalenhle Station (4 Posts)
<u>REQUIREMENTS</u>	:	EMS Mayflower Station (1 Post) (Gert Sibande District) Senior Certificate / Grade 12 plus an Ambulance Emergency Assistant. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant. Current registration with the HPCSA (2025). Unendorsed driver's licence (C1) and valid professional drivers permit (PrDP) for transporting patients. Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.
<u>DUTIES</u>	:	Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.
<u>ENQUIRIES</u>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<u>APPLICATIONS</u>	:	Departmental Online Application System: www.mpuhealth.gov.za .
<u>POST 14/149</u>	:	<u>DENTAL CHAIR ASSISTANT GRADE 1 REF. NO: MPDoH/Apr/25/69</u>
<u>SALARY</u>	:	R217 092 - R248 226 per annum
<u>CENTRE</u>	:	Standerton Hospital (Gert Sibande District)
<u>REQUIREMENTS</u>	:	Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dental Assistant (2025). Ability to work under pressure, organizational skills, good communication skills, self-motivated and goal orientated.
<u>DUTIES</u>	:	The incumbent should have knowledge of dental assisting including infection prevention and control, chair side assisting, maintaining of equipment, stock control, knowledge of dental materials and instruments and conducting

inventory. The person will work in the dental surgery in the hospital and perform administrative duties including compiling statistics, registering patients, answering of the telephone, filing of patient cards, ordering of materials, giving appointments to patients. Assist Clinicians with the oral health procedures. Preparation of instruments and dental material for the dental procedures. Cleaning and sterilization of instruments. Ordering of consumables as needed. Do inventory of dental instruments. Perform administrative duties. Adhere to the Health Care Waste Management Legislation and principle. The person should have good communication skills and good interpersonal relations.

ENQUIRIES

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339, Mr. Mxolisi Maseko (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

APPLICATIONS

: Departmental Online Application System: www.mpuhealth.gov.za.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Applications must be submitted on the new prescribed application form Z83 of the Public Service Act, obtainable from any Public Service Department or any Public Service Administration website. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed/comprehensive Curriculum Vitae, indicating positions held, dates and key performance responsibilities. Only shortlisted candidates will be required to submit certified copies of their qualifications and relevant documents on or before the day of the interview proceedings following communication from the Human Resource Management Recruitment and Selection Unit. Failure to submit the requested documents or information will result in your application not being considered. The employment decision shall be informed by the Employment Equity Plan of the Northern Cape Department of Health. Should an applicant wish to apply for more than one post, separate applications must be submitted for all posts. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, residential address, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Health is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. For all SMS positions, the successful completion of the Public Service Senior Management Leadership Programme as endorsed by the National School of Government. The SMS Pre-Entry Certificate is required prior to appointment. For more details on the pre-entry course visit: https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme .

MANAGEMENT ECHELON

<u>POST 14/150</u>	:	<u>CHIEF DIRECTOR STRATEGY AND SYSTEMS, REF NO: NCDOH 59/2025 (X 1 POST)</u>
<u>SALARY</u>	:	R1 436 022.per annum (TCE Package)
<u>CENTRE</u>	:	Provincial Office, Kimberley
<u>REQUIREMENTS</u>	:	Degree in Public Management and/or related (NQF Level 7) qualification as recognised by SAQA. Five (5) years' experience in Senior Management Service level (SMS) in the management of Health Services Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. A valid driver's license. Competency Profile: Extensive knowledge and experience of government planning, policies, understanding of research and development methodologies, understanding of monitoring and evaluation methods. Good understanding of government systems structure. Understanding of the PFMA and Public Service Regulatory Framework. Sound strategic capability. Leadership and management skills. Understanding of applied strategic planning and facilitation. Financial Problem Solving and Analytical skills. Knowledge of policy and programme formulation, Good Communication, presentation, strong Interpersonal project management skills. Valid Drivers licence. Knowledge of Public Service Act, Public Service Regulation, Labour Relations Act, Employment Equity Act, Skills Development Act, Skills Levy Act, Occupational Health & Safety Act, Human Resource Development Strategy, Public Finance Management Act, Treasury Regulations. Strategic and leadership management, Programme and Project

DUTIES

Management, Change and Knowledge management, Good Corporate Governance Principles. Planning and organisational skills. Report writing and communication skills. Leading and controlling skills. Computer literacy. Decision making. Networking skills. Leadership and team building skills. Analytical problem solving skill. Policy development. Job Purpose: Oversee department's strategy and systems.

: Manage and provide strategic management and planning of the department. Analyse macroeconomic factors, changes in the department, department capabilities and performance management. Ensure department strategy is formulated in line with government planning cycle and MTEF. Develop the department corporate vision, mission and strategy, Oversee strategic planning and leading strategic initiatives. Advisory to the Accounting Officer. Drive the decision making towards medium and long-term improvement. Establish and review key strategic priorities and ensure they translated into comprehensive strategic plan and monitor the execution of the strategic plan. Ensure that department strategic planning projects reflect organizational strategic priorities. Collaborate with the Communication unit to ensure strategy is well communicated. Serving as a change agent who ensures that priorities are well implemented. Govern and provide data, information, knowledge and evidence in a user friendly manner to enable efficient decision making to improve service delivery. Custodian for departmental monitoring and evaluation process. Manage the provision of policy and strategic planning services. Facilitate strategy and policy development, priority setting and coordination of implementation actions. Provide research, information management, monitoring and evaluation and surveillance services. Manage and facilitate the provision of information communication and technology management services. Provide and govern IT solutions as well as technical support for departmental processes. Manage the provision of legal services. Manage and monitor the provisioning of security, records and work environment management services. Manage the provision of communication and events management services. Effective and Efficient management of Human, Physical and Financial Resources. Management of programme Risks and Audit queries.

ENQUIRIES **APPLICATIONS**

: Ms LV Moleleki Tel: 053 8302 100
: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za. Applicants must complete an application register when an application is hand delivered.

OTHER POSTS

POST 14/151

: **DISTRICT/SUB DISTRICT INFORMATION OFFICERS: REF NO: NCDOH 60/2025 (10 POSTS)**

SALARY **CENTRE**

: R325 101 per annum (Level 7)
: **ZF Mgcawu District:**
Dawid Kruiper Sub-District (1 Post)
Namakwa District:
Kamiesberg Sub-District (1 Post)
Nama Khoi Sub District (1 Post)
Richtersveld (1 Post)
Khai Ma Sub District (1 Post)
Pixley Ka Seme District:
Hantam/Karoo Hoogland Sub District (1 Post)
Frances Baard District:
Dikgatlong Sub District (1 Post)
Magareng Sub-District (1 Post)
Phokwane Sub District (1 Post)
Sol Plaatjie Sub District (1 Post)

REQUIRMENTS

: Appropriate tertiary qualification / National Diploma in Information Management, Monitoring & Evaluation or Diploma in Statistics, Information Communication Technology , Monitoring and Evaluation. Computer Literate: Demonstrate computer skills, through proficiency with Windows operating systems, Microsoft Word, spreadsheet software and/or other commonly used personal computer software (such Power Point, MS Excell and MS Word as well as a working knowledge of email). Competency Skills: Experience in Information Management e.g. DHIS, EDR, Tier.net, HPRS, PUP, and other

	patient and data management systems. A valid driver's license will be an added advantage.
<u>DUTIES</u>	: Ensure all data is collected using a standard data element definition and data collection tools (According to National Indicator Data Sets). Implement national data management systems: DHIS, Tier.Net, etc. Regular capturing, collation of facility data into DHIS, Tier.net, GoData (disease outbreak database), EDRweb and other systems. Ensure all data is correct complete and consistent - processing source documents by reviewing data for deficiencies; resolving discrepancies by using standard procedures or returning incomplete documents for resolution. Update graphs on key indicators for sub district reports and presentations. Provide facilities with feedback information/Timely availability of data and information. Ensure availability of standard registers, clinical stationeries or other standard recording tools. Conduct technical support visits and data quality audits at least on a weekly basis to health facilities within the sub-district. Conduct trainings of data elements, reporting and recording tools. Capture and submit weekly progress data to district and province. Do administration duties (memos, reports, logistics, etc) in line with sub-districts requirements through collaboration with the Health Area Manager. Ensure adherence to data flow policy (DHIMS policy 2011).
<u>ENQUIRIES</u>	: Mr. F. van Neel/Mr M. Beketsana Tel no.: (054) 337 0600 (ZF Mgcawu District) Mr D. Grootboom/Ms E Cloete Tel No: (027) 7121601 Namakwa District) Ms MS McCloen/B Jack HRA – District Office/ Tel No: (053) 632 4000/4206 (Pixley Ka Seme District) Mr MC Joka or Mr ND Mohamad, Tel: 053 861 4770 (Frances Baard District)
<u>APPLICATIONS</u>	: ZF Mgcawu District: Applications must be e-mailed to nchealthhr-zfm@ncpg.gov.za or be hand delivered to 110 Schroder Street, ZF Mgcawu District Office (Old Gordonia Hospital), Upington or couriered via postal services to 110 Schroder Street (Old Gordonia Hospital) Private Bag X5900, Upington, 8801. Applicants must complete an application register when an application is hand delivered. Application for Namakwa District: Applications: Please note that applications can be hand delivered to Namakwa District Office, Human Resource Management Unit, Nakanas Building, Rivierstreet Springbok, 8240. Or e-mailed to namakwahealthhrm@gmail.com . Applicants must complete an application register when an application is hand delivered. Applications: Enquiries: Ms EA Cloete, Tel No (027) 7121601 Application for Pixley Ka Seme District: Please note applications can be hand delivered to Van der Merwe Street, De Aar,7000 or E-Mailed to nchealthhr-Pixley@ncpg.gov.za All applicants must complete an application register when an application is hand delivered. Application for Frances Baard District: Applications: Please post or courier your application to: The Department of Health: Frances Baard Health District; 119 Green Street; Riviera, Kimberley, 8301 or hand deliver at the Registry Office at the Frances Baard Health District Office, Green street, Old West End Hospital or emailed to: ncHealthHR-FBD@ncpg.gov.za Applicants must complete an application register when an application is hand.
<u>POST 14/152</u>	: <u>SUPERVISORY LEVEL CLERK (FINANCE) REF NO: NCDOH 61/2025 (1 POST)</u>
<u>SALARY</u>	: R325 101.per annum (salary 7)
<u>CENTRE</u>	: Provincial Office (Accounts Payable)
<u>REQUIREMENTS</u>	: An appropriate tertiary qualification Bachelors Degree / National Diploma in Accounting, Finance or Cost Management with 0-2 years experience in the relevant field. A Grade 12 with 3- 5 years experience in the relevant field. Competencies: Knowledge of basic understanding of the legislative framework governing the public service such as DORA, PFMA, Treasury regulations, etc. Knowledge of financial accounting practices and framework. Knowledge financial operating systems (BAS). Basic analytical and problem solving skills. Good verbal and written communications skills. Good interpersonal and report writing skills. Computer literacy (MS-Word, Excel and Power Point).
<u>DUTIES</u>	: Supervise and render financial accounting transactions. Supervise and perform salary administration support services. Supervise and perform bookkeeping support services. Render a budget support service. Supervise human resources/staff
<u>ENQUIRIES</u>	: Mr Mothapo, Tel no (053) 833 576.

<u>APPLICATIONS</u>	:	Applications: Please note applications can be hand delivered to the James Exum Building , Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed at nchealthhr@ncpg.gov.za . Applicants must complete an application register when an application is hand delivered.
<u>POST 14/153</u>	:	<u>ADMINISTRATIVE CLERK (COMMUNICATIONS), REF NO: NCDOH 62/2025 (6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321. per annum (Level 5)
	:	Robert Mangaliso Sobukwe Hospital (1 Post)
	:	Frances Baard District (1 Post)
	:	John Taolo Gaetsewe District (1 Post)
	:	Pixley Ka Seme District (1 Post)
	:	Namakwa District (1 Post)
<u>REQUIRMENTS</u>	:	Senior Certificate/Matric Certificate, 1 to 2 years experience in the communication field. Purpose: To render administrative services to the Acting Director Office of the HOD, to render general clerical support and communication services and to render general clerical support and videography services.
<u>DUTIES</u>	:	Provide Communication support services within the district; Render communication duties within the district. Monitor media coverage including social media platforms. Solicit responses and inputs for media statements and media responses. Draft and compile inputs for departmental social media updates. Implementation of District Communication Plan. Designing infographics for Health Calendar activities. Drafting radio scripts for programmes. Monitoring and evaluation of community needs and usage of health information. Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive documents. Distribute documents/packages to various stakeholders as required. Collaborate with internal and external stakeholders; Liaise and interact with various strategic stakeholders within the district. Plan and implement activities in the district. Represent the NCDOH at various structures in the localities. Assist in the facilitation and co-ordination of monthly reports.
<u>ENQUIRIES</u>	:	Ms L. Mxekezo, Tel Number: 053 8302 100
<u>APPLICATIONS</u>	:	Please note applications can be hand delivered to the James Exum Building, Room 29, couriered via postal services to 144 Du Toitspan Road, James Exum Building, Kimberley Hospital Complex, Kimberley, 8301 or emailed to nchealthhr@ncpg.gov.za . All applicants must complete an application register when an application is hand delivered.

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS AND RECREATION**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representativity (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representativity will receive preference. An indication in this regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	Submitted via post to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag x90, Mmabatho, 2735 or hand deliver to Human Capital Management, 760 Dr James Moroka Drive, Gaabomotho Building, Mmabatho or email to ACSRJOBS@nwpg.gov.za . When you submit by email, please put the reference number and post job title in the subject line. The reference number should be indicated on the application. If you apply for more than one (1) post, please submit separate applications for each post that you apply for.
<u>FOR ATTENTION</u>	:	The Director: Human Capital Management
<u>CLOSING DATE</u>	:	16 May 2025
<u>NOTE</u>	:	Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za . Applicants must indicate the Post, Reference Number on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department. Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates who previously applied for re-advertised posts are encouraged to re-apply. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB: These are fixed term contracts ending on the 31st of March 2027, which may reviewed annually based on performance and availability of funds.

OTHER POSTS

<u>POST 14/154</u>	:	<u>LIBRARIAN: COMMUNITY LIBRARIES</u> (Re-Advertisement)
<u>SALARY CENTRE</u>	:	R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 7) Ngaka Modiri Molema District: Ramotshere Moiloa Local Municipality: Motswedi Library: Ref. No 2025/ACSR01/NW (X1 Post), Mahikeng Local Municipality: Mahikeng Library: Ref. No 2025/ASCR02/NW (X1 Post)

	Dr Ruth Segomotsi Mompoti District: Kagisano Molopo Local Municipality: Morokweng Library: Ref. No 2025/ACSR03/NW (X1 Post) Tlapeng Library: Ref. No 2025/ACSR04/NW (X1 Post)
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Ngaka Modiri Molema District: Mr. Letsogo Mapholo, tel. (084) 411 9341 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306
<u>POST 14/155</u>	: <u>LIBRARIAN: COMMUNITY LIBRARIES (REF NO: 2025/ACSR05/NW)</u>
<u>SALARY CENTRE</u>	: R325 101.per annum per annum Plus 37% In Lieu Of Benefits (Level 7) KgetlengRivier Local Municipality: Reagile Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good interpersonal relations skills. Computer literacy.
<u>DUTIES</u>	: Manage day-to-day operations of the library. Render library user services. Manage library collection. Circulation of library material. Plan and implement reading awareness programmes. Supervision of subordinates.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Bojanala District: Ms. Ronell Van Vollenhoven, tel. (014) 538 0149
<u>POST 14/156</u>	: <u>HEAD LIBRARIAN (REF NO: 2025/ACSR06/NW)</u>
<u>SALARY CENTRE</u>	: R397 116 per annum per annum Plus 37% In Lieu Of Benefits (Level 8) Dr Ruth Segomotsi Mompoti District Kagisano Molopo Local Municipality: Ganyesa Library
<u>REQUIREMENTS</u>	: National Diploma/ Degree in Library and Information Studies or relevant equivalent qualification. Good communication skills. Supervisory skills. Computer literacy.
<u>DUTIES</u>	: Manage library operations, collections, facilities and programmes within library services. Monitor and evaluate library services in the municipality. Coordinate and manage library awareness and promotion of a reading culture in the community. Manage budget and expenditure on library operations, collections, facilities and programmes within the local municipality. Participate in and support library forums and library stakeholders. Supervise and manage staff in community libraries within the local municipality. Perform supply chain management functions.
<u>ENQUIRIES</u>	: Mmabatho Head Office: Mr L Segone, tel. (018) 388 3968 Dr Ruth Segomotsi Mompoti District: Mr J. Govender, cell: 072 291 6306

DEPARTMENT OF HEALTH

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.

<u>APPLICATIONS</u>	: Applications quoting relevant reference, should be forwarded as follows: Provincial Office, Private Bag X 2068, Mmabatho, 2735. Lehurutshe/Zeerust Hospital Complex The Chief Executive Officer, Lehurutshe/Zeerust Hospital, Private Bag x 1326, Zeerust, 2865, must be forwarded to: Healthjobs@nwpg.gov.za or can be hand delivered at the Main Registry, Ground Floor at New Office Park Building, Cnr Sekame and First Street, Mafikeng
<u>FOR ATTENTION</u>	: Ms K Monne, Provincial Office
<u>CLOSING DATE</u>	: 16 May 2025
<u>NOTE</u>	: The Department requests applicants to apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV only (with detailed previous experience). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all

foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than one post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Important: North West Department of Health is an equal opportunity and affirmative action employer. It is our intention to promote representivity in North West Department of Health through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. North West Department of Health will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department.

OTHER POSTS

<u>POST 14/157</u>	:	<u>CHIEF ENGINEER: INFRASTRUCTURE DELIVERY – 02/2025/01</u>
<u>SALARY</u>	:	R1 266 450 .per annum (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering. Six years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Engineer with ECSA. (Civil/Structural Engineer). A valid driver's license. Computer literacy. Main Role: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial infrastructure Delivery Management System. (IDMS)
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme /Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/158</u>	:	<u>CHIEF ELECTRICAL ENGINEER (ELECTRICAL) ENGINEERING AND TECHNICAL SERVICES - 02/2025/02</u>
<u>SALARY</u>	:	R1 266 450.per annum. (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Six (6) years' experience post qualification. Shortlisted will be required to submit current proof of registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and standards and signing off on electrical installations.
<u>DUTIES</u>	:	Undertake engineering designs. Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies

		according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide effective engineering and project management services. Manage compliance with OHS and related legislation. Manage people and budgets.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/159</u>	:	<u>DIRECTOR: RESEARCH, MONITORING AND EVALUATION - 02/2025/03</u>
<u>SALARY</u>	:	R1 216 824.per annum (All Inclusive SMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Epidemiology/Public Health/Health Policy and Management or related qualifications (NQF Level 7) as recognized by SAQA. A postgraduate qualification (NQF Level 8) in a Public Health, Monitoring and Evaluation, Measurement Epidemiology, Health Policy and Management will be an advantage. Five (5) years' experience in monitoring and evaluation within the Public/Sector in Middle Management/Senior Management Level. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. A valid driver's license. Computer literacy. In-depth knowledge of outcome-based, monitoring, reporting, evaluation and programme/project management. Knowledge of quantitative and qualitative research design of methodologies. Knowledge of South African Health System, challenges and priorities as well as health policies and programmes. Proven experience in DHIS. Data collection tools development, data management, analytic, report and scientific writing and facilitation skills. Core Management Competencies: Strategic capability and leadership. Financial Management. Change management. Problem solving and analysis. People management and empowerment. Communication. Conflict management, client orientation and customer care.
<u>DUTIES</u>	:	Develop and monitor an integrated monitoring and evaluation plan. Undertake evaluation of priority programmes. Manage the evaluation of priority programmes. Manage the coordination of research in the department. Monitor compliance in districts and facilities regarding research. Review and ensure compliance to the internal monitoring policy on Annual Performance Plan and Operational Plans. Prepare and submit quarterly reports to Medium Term Development Plan (MTDP). Manage production of a highly quality annual report of the department. Prepare descriptive/analytic reports on indicators and evaluation reports. Management of risks and audit queries. Compile and submit narrative quarterly performance reports to Audit Risk Committee.
<u>ENQUIRIES</u>	:	MR J De Beer, Tel 018 391 4282
<u>POST 14/160</u>	:	<u>DIRECTOR HEALTH PROGRAMMES - 02/2025/04</u>
<u>SALARY</u>	:	R1 216 824.per annum (All Inclusive SMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Health Sciences or equivalent tertiary qualification in Health Sciences (NQF Level 7) as recognised by SAQA. Five (5) years' experience in Middle Management Level in the Health Sector. Pre-entry Certificate for the Senior Management Service (SMS) as endorsed by the National School of Government. Sound knowledge of health related legislations and government policy on communicable and non-Communicable diseases. Experience in disease outbreak response management, neglected tropical diseases and Environmental Health Services. A valid driver's license. Computer literacy. Core Management Competencies: Strategic capability and leadership, Financial Management, Change management, Problem solving and analysis, People management and empowerment, Communication, Conflict management, client orientation and customer care, Knowledge Management, Service delivery innovation, Programme and Project management.
<u>DUTIES</u>	:	Provide strategic leadership in terms of Communicable Disease Control, outbreaks and disaster management. Develop and facilitate the implementation of the Communicable Disease Control policies, framework, guidelines, and standards that relate to the programme. Develop and implement new strategies in line with National Policies, guidelines and ensure integration with other programmes. Develop monitoring and evaluation framework for the programme, initiate projects to address emerging problems within the community, develop a coordinated and uniform approach to non-communicable and ccommunicable diseases case reporting, surveillance and

		investigation. Develop monitoring framework that will provide for participation of all stakeholders. Draw and monitor progress on implementation of operational project and budget plans for the project.
<u>ENQUIRIES</u>	:	MS G Tsele, Tel. 018 391 4042
<u>POST 14/161</u>	:	<u>DEPUTY DIRECTOR: RADIOGRAPHY POLICY GRADE 1 - 02/2025/05</u>
<u>SALARY</u>	:	R1 045 446.per annum (All-inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa in Diagnostic Radiography or related fields. A minimum of 5 years appropriate experience after registration with Health Professions Council of South Africa as Diagnostic Radiographer or related fields of which 3 years must be appropriate experience on Management level. Shortlisted candidates will be required to submit current proof of registration with the Health Professions Council of South Africa (HPCSA) in Diagnostic Radiography. A valid driver's license. Competencies: Strong leadership skills used to bring about positive cultural change and a highly productive and engaged workforce. Problem-solving, decision-making, negotiation and conflict-resolution skills. Knowledge and experience in policy making processes. Computer literacy (Microsoft Soft Office package) to enhance service delivery. Operational and general management of Radiography services and ensuring service delivery mechanisms, in line with relevant key Policy Frameworks. Competency in Public Sector People Management, Financial Management and Supply Chain Management. Ability to effectively and efficiently manage the Sub-Directorate resources. Competency in information management (data management, analysis, interpretation, target setting, monitoring and evaluation) skills. Ability and willingness to work overtime including weekends and public holidays and to deputies the immediate supervisor should the need arises.
<u>DUTIES</u>	:	Provide a comprehensive strategic and operational leadership and management of Radiography service through the development, review, and the implementation the strategic and operational plans. Develop and facilitate inputs on legal prescripts, Acts, Policies, Circulars, Guidelines, Protocols, and Procedures on radiography. Quality Assurance and Quality Improvement plans, National Core Standards and OHS Act compliance. Ensure comprehensive people management and development of all staff in the component. Ensure good financial management to achieve maximum value for money. Ensure equitable distribution of resources to achieve optimal service delivery. Liaison with internal (DOH) and external (including institutions of Higher Learning) stakeholders to improve continuity of care in respect of training, research and innovation in the field. Utilize health information technology and other health information systems for enhancement of service delivery in the Province. Facilitate performance information management, reporting and accountability. Medical equipment acquisition and deployment. Health technology maintenance management services. Medical equipment risks and quality improvement. Co-ordinate, implement R&D activity in clinical radiographic practice, audits, trials and service delivery strategies.
<u>ENQUIRIES</u>	:	DR G Kegakilwe, Tel 018 391 4001
<u>POST 14/162</u>	:	<u>DEPUTY DIRECTOR: MEDICAL TECHNOLOGY POLICY GRADE 1 - 02/2025/06</u>
<u>SALARY</u>	:	R1 045 446.per annum (All-inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with Health Professions Council of South Africa in Medical Laboratory Science/Medical Technology/Biomedical Technology/Medical Microbiology. A minimum of 5 years appropriate experience after registration with Health Professions Council of South Africa as a Medical Technologist of which 3 years must be appropriate experience on Management level. A valid driver's license. Computer literacy. Knowledge/Skills): Good analytical, basic computer, communication and group skills. General management experience of a Clinical Pharmacology laboratory and client and supplier relations. Management and coordination of medical technology.
<u>DUTIES</u>	:	Coordinate and facilitate meetings with NHLS for monitoring of SLA. Coordinate and facilitate Quarterly meetings with SANBS for monitoring.

		Develop Lab tests data bases in NWDHO four (4) Districts and cost centres (Sub districts and hospitals). Update Lab tests data bases. Monitor payment and appropriate billing of NHLS and SANBS accounts. Conduct audits on NHLS & SANBS accounts. Monitor the timely processing of NHLS and SANBS accounts. Facilitate registration of Clinical managers on NHLS web-based lab results systems. Coordinate and facilitate registration of State Accountants on NHLS and SANBS. Monitor the implementation of Quality Assurance and Quality Control programmes for HIV screening. Monitor establishment of hospital blood transfusion committee (HTC/BCC). Liaise and disseminate essential lab services information to stakeholders. Submit staff PMA's to the Director: HCSD and monitor thereof- Assess staff performance in line with the HR policies- Participate in the risk profiling as facilitated by the Directorate Internal Control and Risk Assessment.
<u>ENQUIRIES</u>	:	DR G Kegakilwe, Tel 018 391 4001
<u>POST 14/163</u>	:	<u>CHIEF EXECUTIVE OFFICER - 02/2025/07</u>
<u>SALARY</u>	:	R1 059 105.per annum (All Inclusive MMS Package)
<u>CENTRE</u>	:	Lehurutshe/Zeerust Hospital Complex
<u>REQUIREMENT</u>	:	National Diploma/Bachelor's Degree in Health Sciences. A Post-graduate qualification in Public Health/Health Services Management will be an added advantage. Five (5) years relevant management experience in the Health Services. A valid driver's licence. Computer literacy. Knowledge of Constitution, Public Service Act. 1994, Public Service Regulations of 2016 and applicable Health Legislation/Policies. Good communication (verbal and written), problem solving, policy development, analytical, coordination, financial, planning, organising, negotiation.
<u>DUTIES</u>	:	Manage key performance indicators with regard to Strategic Health Programmes, Human Resources, Financial Management, Supply Chain Management, Risk Management and Auxiliary Services. Establish and promote Good Corporate Governance in liaison with the Hospital Board, the District Management Team and other stakeholders. Manage the provision of integrated and good quality health services. Provide appropriate leadership to the Hospital Management Team. Manage conditional grants and funding for special health programmes and projects. Account to the Director: District Health Services.
<u>ENQUIRIES</u>	:	MS N Legobye, Tel 018 3840420
<u>POST 14/164</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR-6 - 02/2025/08</u>
<u>SALARY</u>	:	R932 904.per annum. (All Inclusive Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	A recognized LLB degree or equivalent qualification. At least 8 years appropriate post qualification legal experience. Admission as either an attorney or Advocate. Knowledge of the Constitution, Public Finance Management Act, Public Service Act 103 of 1994, Labour Relation Act 66 of 1995, National Health Act 63 of 2003,any other and general legal knowledge and legislations applicable to the Public Health Sector. Ability to provide sound and professional advice on legal matters. Preference will be given to applicants with extensive experience in drafting legislation and contracts, contract and litigation management. Computer literacy. A valid driver's license (not applicable to candidates who do not qualify due to disability).
<u>DUTIES</u>	:	Without supervision perform, inter alia, the following: Supervise legal administration officers. Cause Departmental legislation to be developed, amended and monitor the implementation thereof; Provide legal advice on any legal matter that may arise. Manage litigation, draft, vet and interpret contracts and perform contract management. Draft internal labour appeals on behalf of the appeal authority; Participate in and/or conduct alternative dispute resolution. Where appropriate draft pleadings. Liaise with stakeholders, other organs of state and the public. Attend to the complaints received from chapter 9 & 10 institutions. Represent the Department at various for a, including but not limited to Bargaining Council & any other quasi-judicial bodies. Input into policy development and other strategic documents of the Department. Contribute to the overall performance of the Directorate: Legal Services. Assist in undertaking efficient budgeting and expenditure control as well as procurement according to the PFMA and Departmental prescripts. Deputise the director.

		Manage and comply with delegated responsibilities. Perform other duties as may from time to time be delegated by the senior manager.
<u>ENQUIRIES</u>	:	ADV T. MMAKO, TEL: (018) 391 4177/78
<u>POST 14/165</u>	:	<u>DEPUTY DIRECTOR: MATERNAL & NEONATAL HEALTH - 02/2025/09</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Nursing and Advanced Midwifery and Neonatology. Five (5) years' relevant experience of which 3 years must be at Assistant Director or equivalent level in Mother and Child Health Unit. Registered with the South African Nursing Council (SANC) as a Professional Nurse. A valid driver's license. Computer literacy. Knowledge and insight of legislation and policies, relevant to current nursing practice within Public Service. Disciplinary and conflict management skills. Knowledge of Human Resource and Financial policies. Leadership, organizational and creative problem solving and decision making skills. Ability to compile reports and give feedback at meetings. Knowledge of Performance Management & Development System (PMDS).
<u>DUTIES</u>	:	Provide strategic leadership to Districts in matters relating to Maternal and Neonatal Health policies, protocols and all other related legislation. Participate in the development of policies, review, dissemination and translation of National Policy into provincial strategic and operational plans. Build capacity for the health care workers through coordination of programme related training. Support implementation of Perinatal Problem Identification Program (PPIP) at health facilities conducting deliveries. Facilitate and coordinate maternal death notification across the Province. Compile Saving Mothers and Saving Babies Reports through Maternal Morbidity and Mortality Audit System (MAMMAS) and Perinatal Problem Identification Program (PPIP). Facilitate and monitor implementation of Saving Mothers and Saving Babies recommendations. Facilitate Provincial Maternal Death Assessors Committee work. Resource mobilization, ensure equitable distribution and monitor expenditure patterns. Provide strategic support to districts & Sub-districts, monitor programme implementation. Integration of Maternal & Neonatal health programme into the other Strategic Health programmes. Communicate and collaborate with internal and external stakeholders on programme related matters and service delivery planning.
<u>ENQUIRIES</u>	:	MS G Tsele Tel No: 018 391 4402
<u>POST 14/166</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ASSETS & LIABILITIES - 02/2025/10</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Commerce/ Accounting/Financial Management. Five (5) years' experience in Financial Management environment in the Public Sector of which 3 years should at Assistant Director Level. Knowledge of PERSAL and BAS (Successfully completed PERSAL Introduction Course & General Principles of BAS). Advanced Computer skills. (MS Word and Excel). Good interpersonal, analytical, communication, investigation and report writing skills. A valid driver's license. Knowledge of PFMA and Treasury Regulations including other financial Prescripts. Ability to demonstrate knowledge of Modified Cash Standard and Accounting Manual for departments. Public Service Act, Public Service Regulations, and related Human Resource Acts. Good verbal and written communication skills, conflict Management and problem-solving skills; outstanding people management skills and good presentation skills.
<u>DUTIES</u>	:	Manage the Sub-directorates performance. (Human Resource Management and Development) Monitor departmental Trial Balance to ensure that Expenditure, Revenue, Assets and Liabilities are correctly reflected. Coordinate and facilitate compilation and submission of Interim Financial Statement (IFS) / Annual Financial Statements (AFS) to relevant Treasury and Auditor General. Administer all prepared departmental journals. Ensure that all suspense and control accounts are cleared and reconciled monthly. Ensure prompt recording of personnel debts on BAS and monitor recovery accordingly. Liaise and engage institutions on personnel debt follow up. Ensure adequate internal financial control and system and mitigating of potential risks. Prepare internal and external audit information.

<u>ENQUIRIES</u>	:	MS. S.S Mekgwe, Tel: 018-391 4640
<u>POST 14/167</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL - 02/2025/11</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Accounting/Auditing. Five (5) years relevant experience in the Auditing/Internal Control Environment of which 3 years should be at Assistant Director Level. A valid driver's license. Competencies: In-depth knowledge of the legislative environment applicable to government finance and supply chain management, implementation and monitoring of related policies and procedures within a government environment. Excellent supervisory and operational management skills. Good interpersonal relations and written & verbal communication skills. The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). In-depth knowledge of Performance Management, Leadership, communication, financial management, planning and execution skills. Willingness to work irregular hours and meet tight deadlines; Ability to travel extensively
<u>DUTIES</u>	:	Implement Internal Control and Compliance functions within the department. Facilitate, identify, record, investigate, report and appropriate disclosures of Fruitless & Wasteful Expenditure, Irregular Expenditure, Unauthorised expenditure and Losses & damages in accordance with National Treasury Prescripts and frameworks. Monitor compliance to financial delegations, Financial Policies and Procedures. Coordinate Audits, Review internal and external audit reports/audit findings. Identify internal control weaknesses (both financial and operational), recommend mitigations and monitor implementation of mitigation plans. Facilitate development of audit action plans and monitoring implementation of audit action plans across the department. Maintain the Combined Assurance Plan.
<u>ENQUIRIES</u>	:	MR T Rasodi, Tel: 018-391 4640
<u>POST 14/168</u>	:	<u>DEPUTY DIRECTOR: FINANCE - 02/2025/12</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	provincial office - Mmabatho medical stores
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Commerce/Financial Management/Accounting. Five (5) years' relevant experience in Financial Management of which 3 years must be at Assistant Director Level with strong technical accounting and management skills. A valid driver's license. Computer literacy. Knowledge of Government Procurement Procedure and Regulations. Knowledge of Walker, BAS, CSD, PPPFA, PFMA and Treasury Regulations. Strong communication, interpersonal and organizational skills. Knowledge of, Supply Chain Management, Finance, Risk Management and Internal control. Knowledge of Regulatory framework for Public Service and other administration Policies. Discipline, innovation, creativity and problem solving.
<u>DUTIES</u>	:	Manage financial procedures of the organizational units including accounts, financial planning and budget. Manage reports extracted from Drug Supply Management System (DSMS) for effective financial management of budget. Report on budget deviation, cost control and cost analysis programs, audit expenditure in Depot. Complete and monitor the budget. Manage creditor's payments. Prepare monthly/quarterly expenditure variance reports. Administer financial transactions and documents. Lead and maintain an effective and efficient cash flow management system. Prevent and report unauthorized, irregular, fruitless expenditure. Monitor financial performance in relation to departmental priorities and conditional grants. Develop and maintain effective and efficient internal control systems. Ensure the implementation of Audit recommendation including responses thereof. Manage the key deliverables of the supervisees and the critical components of the Finance and Supply Chain Management services units. Provide effective leadership on financial management. Establish sound relations Depot suppliers. Analyze the reports and come up with the quality improvement plans.
<u>ENQUIRIES</u>	:	MS M Masike, Tel: 018-384 4839/ 087

<u>POST 14/169</u>	:	<u>DEPUTY DIRECTOR: POLICY - 02/2025/13</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Social Sciences/Humanities/ Public Management/Administration. Postgraduate qualification will be an added advantage. Five (5) years' experience in Strategic Planning or Policy Management and Development of which 3 years should be at Assistant Director level. A valid driver's license. Skills and competencies: Knowledge of policy development and analysis, research methodologies, ability to interpret research data, strategic planning abilities, understanding of public service systems, stakeholder and people management, good ICT skills. Computer literacy.
<u>DUTIES</u>	:	Facilitate the development and review of Departmental policies and regulatory frameworks; scanning the policy environment to inform development of policies and strategy; producing discussion documents for policy development. Coordinate policy development of the Department and ensure alignment with national and provincial health priorities. Analyse policy developments from other sectors impact to the Department. Ensure policy advocacy for alignment at different fora. Ensure overall coordination of Departmental Policy Reviews to ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the provincial and Department impacts and outcomes. Undertake an active role to the Departmental planning and research processes.
<u>ENQUIRIES</u>	:	MR K.F Rabanye, Tel. 018 391 400/4001
<u>POST 14/170</u>	:	<u>DEPUTY DIRECTOR: PLANNING - 02/2025/14</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Social Science/ Public Administration/ Management/Commerce/Humanities. Five (5) relevant years' experience of which three (3)b years should be at Assistant Director Level in the Public Service environment. Knowledge and understanding of Strategic Planning framework, systems, procedures and processes applicable in Public Service. Knowledge and understanding of departmental key priorities, strategic objectives, goals and reporting framework. Skills and Competencies: Advanced expertise in MS Word, Excel and PowerPoint, demonstrable experience presenting complex information at a high level in diverse settings, excellent facilitation skills and competencies in developing, leading, and managing planning processes in both large and small group settings, excellent quantitative and qualitative analytical skills, and demonstrable experience in developing and reviewing planning guidelines and promoting them.
<u>DUTIES</u>	:	Coordinate the compilation of Departmental Strategic Plan, Annual Performance Plan, Annual Operational Plan, and Programme of Action. Guide programme managers on the implementation of strategic plan, APP, Operational Plans. Identify deviations in the implementation of strategic plan, APP, Operational Plan and recommend corrective action. Manage the consolidation of monthly and quarterly performance reports. Quality assure quarterly performance data. Submit quarterly reports for reporting. Provide analysis on the quarterly reports. Manage staff performance, training and development, leave and conduct. Manage budget.
<u>ENQUIRIES</u>	:	MR K.F Rabanye, Tel. 018 391 400/4001
<u>POST 14/171</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE & TRADITIONAL HEALTH PRACTITIONERS - 02/2025/15</u>
<u>SALARY</u>	:	R896 436.per annum (All-inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Business / Public Management/ Administration/Social Sciences. Proven planning, organizing, co-ordination, research, monitoring and evaluation. Five (5) years' relevant experience of which 3 years must be at a Middle Management/Assistant Director level. Knowledge and in-depth understanding of relevant legislations and prescripts in relation to Health Governance Structures and Traditional Health Practitioners issues. Computer literacy. Knowledge of Budgeting processes in the Public Service, PFMA, Treasury Regulations and Supply Chain

		Management prescripts. Skills: Analytical and innovative, good communication (both written and verbal) and interpersonal. Project Management, leadership and problem-solving skills. Ability to work under pressure, independently and meet tight deadlines. Presentation and advanced report writing skills. A valid driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	Compile the Strategic and Operational Plans in accordance with national and provincial goals and objectives. Manage the Coordination and monitoring of the implementation of Health Governance Structures Programme in the department. Manage the Coordination and Monitoring of the inclusion of Traditional Health Practitioners into the Health System. Oversee the implementation of relevant legislation and prescripts governing the Health Governance Structures and Traditional Health Practitioners Programmes in the department. Develop plans, initiate projects and provide guidance to the Health Governance, Traditional Health Practitioners' Structures including other relevant Stakeholders of the department. Coordinate Capacity building Programmes for members of the respective structures at various levels. Strengthen the relationship with the Departmental Partners and Stakeholders. Management of resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	MS M Lerumo, Tel 018 391 4183
<u>POST 14/172</u>	:	<u>DEPUTY DIRECTOR: SYSTEMS AND DATABASE MANAGEMENT - 02/2025/16</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436.per annum. (All Inclusive MMS Package)
	:	Provincial Office - Mahikeng
	:	National Diploma/Bachelor's Degree in Information Technology. Oracle Certified Associate/Oracle Certified Profession certification. Five (5) years' relevant experience in Database, preferably Oracle database administration, proven experience in Structured Query Language, Server and experience in Oracle Linux environment of which 3 years should be at Assistant Director Level. A valid driver's license. Experience of managing multiple RDBMS or large systems. Practical experience in monitoring and tuning a database to provide a high availability service. Practical experience in managing internal and external MS SQL database security. Technical experience in Oracle DB 11G, 12, 19C. Computer literacy.
<u>DUTIES</u>	:	Ensure the availability and performance of the databases that support the system. Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Proactively monitor databases and secure service with minimum downtime. Provide trend analysis to the service management team to enable them to make informed decisions regarding resource management. Work closely with IT project managers, database programmers and web developers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purpose. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control access permissions and privileges. Develop, manage and test back-up and recovery plans. Patching and maintenance. Provide Application database administration on MS SQL. Ensure that storage, archiving, backup and recovery procedures are functioning correctly. Ensure capacity planning. Manage servers. Compile specification, Procure hardware and software and licenses. Develop and implement policies. Manage resources and budget of sub directorate.
<u>ENQUIRIES</u>	:	MR E Khoeta, Tel. 018 391 4011
<u>POST 14/173</u>	:	<u>DEPUTY DIRECTOR: ICT PROJECTS AND CONTRACT MANAGEMENT - 02/2025/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436.per annum. (All Inclusive MMS Package)
	:	Provincial Office - Mahikeng
	:	National Diploma/ Bachelor's Degree in Information Technology. Certified in any of the recognized project management frameworks or completed Project Management as module during completion of a degree or diploma. Five (5) years' relevant experience in Information and Communications Technology of which 3 years should be at Assistant Director level in implementing ICT Projects. A valid driver's license. Computer literacy. Willingness to travel extensively.

<u>DUTIES</u>	:	Develop, implement and monitor ICT project plans. Provide advisory to the Department on management of ICT projects. Participate in the Department's migration to digital health through effective management of ICT projects. Develop and implement policies in relation to management of projects. Ensure creation and maintenance of project files. Manage all ICT projects. Ensure development and implementation of systems, policies and processes for management of ICT contracts.
<u>ENQUIRIES</u>	:	MR H.M Metsileng, Tel. 018 391 4011
<u>POST 14/174</u>	:	<u>DEPUTY DIRECTOR: DATABASE ADMINISTRATOR - 02/2025/18</u>
<u>SALARY</u>	:	R896 436.per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Information and Communications Technology. At least 5 years' experience in database management of which 3 years should be at Assistant Director level experience in SQL Server environment. Experience in Linux environment. A valid driver's license.
<u>DUTIES</u>	:	Monitoring of the databases and performance tuning. Database security. Application of patches. System (database and application) upgrades. Development of guidelines for management of databases. Development and implementation of disaster recovery plans, policies and procedures. Develop database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Development and implementation of policies and procedures for server maintenance (installation, configuration, and maintenance). Work with the team to ensure associated hardware resources are allocated to the databases to ensure high availability and optimum performance. Commission and install new applications and customize existing applications in order to make them fit for purpose. Control access permissions and privileges. Management of personnel and finances. Track, monitor and implement audit findings related to IT systems and governance.
<u>ENQUIRIES</u>	:	MR E Khoeta, Tel: 018 391 4011
<u>POST 14/175</u>	:	<u>DEPUTY DIRECTOR: HEALTH FACILITY PLANNER - 02/2025/19</u>
<u>SALARY</u>	:	R896 436.per annum (All Inclusive MMS Package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in any Health Sciences. Five (5) years' experience in Health Planning from an infrastructure perspective post qualification. A valid driver's license. Computer literacy. Main Role: To provide health planning support and expert health design guidance for the preparation of Business Cases and Project Strategic Briefs.
<u>DUTIES</u>	:	Prepare Strategic Project Briefs for Capex and maintenance projects. Assist with preparation and review of Business Cases in consultation with Health Facilities. Support built environment staff and end users with the development of skills to prepare business cases. Provide health specific inputs to infrastructure plans, norms and standards. Make inputs from a health perspective to all capex and maintenance projects.
<u>ENQUIRIES</u>	:	MR M manhivi, tel. 018 391 4437
<u>POST 14/176</u>	:	<u>CIVIL/STRUCTURAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/20</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum. (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Civil). Three (3) years' experience post qualification. Shortlisted candidates will be required to current proof of registration as a Professional Engineer with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects functional / technical norms and standards aligned to the Provincial Infrastructure Delivery Management System. [IDMS].
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery

		mechanisms and undertake feasibility studies. Compile civil/structural engineering briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate civil/structural engineering installations and oversee commissioning of engineering installations. Make inputs to the preparation of the User Asset Management Plan. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/177</u>	:	<u>ARCHITECT (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/21</u>
<u>SALARY</u>	:	R761 157 – R 1 144 008 per annum. (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Architectural post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Architecture. Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Architect with the South African Council for the Architectural Professions (SACAP). Computer literacy. A valid drivers' license. Main Role: To assist and manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme /Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/178</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/22</u>
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Quantity Surveyor post professional registration
<u>CENTRE</u>	:	Provincial Office – Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Shortlisted candidates will be required to current proof of registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Professions (SACQSP). Computer literacy. A valid divers' licence. Main Role: To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, functional / technical norms and standards, plans in line with the Provincial Infrastructure Delivery Framework for the planning and construction of projects.
<u>DUTIES</u>	:	Customise quantity surveying and costs norms / standards for health facilities. Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes. Contribute to project briefing documents, costing models and operational narratives. Make inputs to the User Asset Management, Project lists and Budget. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/179</u>	:	<u>QUANTITY SURVEYOR (PRODUCTION): INFRASTRUCTURE DELIVERY PROGRAMME - 02/2025/23</u>
<u>SALARY</u>	:	R761 157 – R1 144 008 per annum (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Quantity Surveyor post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Quantity Surveying. Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Quantity Surveyor with South African Council for the Quantity Surveying Professions (SACQSP). Computer literacy. A valid divers' licence. Main Role: To assist to manage the delivery of the infrastructure

		built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS)
<u>DUTIES</u>	:	Prepare the construction procurement strategy and the infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Projects Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Monitor the implementation of Programme Implementation Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/180</u>	:	<u>CANDIDATE ENGINEER: INFRASTRUCTURE DELIVERY PROGRAMME - 02/2025/24</u> (Five Year Contract)
<u>SALARY</u>	:	R761 157.per annum (All Inclusive package)
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering. Shortlisted candidates will be required to submit current proof of registration as a Candidate Engineer with ECSA (Civil/structural engineer or Electrical or Mechanical Engineer). A valid drivers' licence. Computer literacy. Main Role: To assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management Systems (IDMS)
<u>DUTIES</u>	:	Assist to prepare the construction procurement strategy and the infrastructure Programme Management Plan. Assist to prepare Packages/Individual Projects Briefs. Contribute to the review and acceptance of the infrastructure Programme Implementation Plan. Assist monitor the implementation of Programme Implementation Programmes/Projects. Make inputs to different Project Stage reports & designs. Assist to manage the interface between the end-user/community structures and implementing Agent (s)
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/181</u>	:	<u>ELECTRICAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/25</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum. (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Electrical). Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current proof of registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/182</u>	:	<u>MECHANICAL ENGINEER (PRODUCTION): INFRASTRUCTURE PLANNING - 02/2025/26</u>
<u>SALARY</u>	:	R879 342 - R1 323 267.per annum (All Inclusive Package) Final salary will be determine by the appropriate/recognizable years of experience in Engineering post professional registration
<u>CENTRE</u>	:	Provincial Office - Mahikeng
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Engineering (Mechanical). Three (3) years' experience post qualification. Shortlisted candidates will be required to submit current

		proof of registration as a Professional Engineer with Engineering Council of South Africa (ECSA). Computer literacy. A valid drivers' license. Main Role: To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
<u>DUTIES</u>	:	Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	MR M Manhivi, Tel. 018 391 4437
<u>POST 14/183</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS - 02/2025/27</u>
<u>SALARY</u>	:	R896 436 - R1 323 267 per annum. (All Inclusive MMS Package)
<u>CENTRE</u>	:	provincial office - Mahikeng
<u>REQUIREMENTS</u>	:	National Diploma/Bachelor's Degree in Labour Relations/Labour Law/LLB. Five (5) years relevant experience in Labour relations of which 3 years should be at Assistant Director Level. Knowledge and experience in Policy development and implementation. Sound knowledge of the Public Service Act, Public Service Regulations, Labour Relations Act of 1995, Public Service Collective Agreements and Relevant Labour Law Legislations e.g. BCEA, EEA, SDA and related Legal Framework. Knowledge of evidentiary rules. Good verbal and written communication skills, investigative, analytic and report writing skill. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Provide input into Employee Relations Policies. Analyse current Policies and Labour Relations trends. Recommend Policy amendments. Implement Employee Relations Policies. Advise the department on key Labour Relations Policy issues and new developments. Advise Management and Employees on all employee relations matters. Manage dispute resolution, collective bargaining matters, facilitation of grievance resolutions and disciplinary processes. Management of human resources. Investigate complex cases. Register and maintain a database of all cases including grievances. Maintain compliance in all labour relations matters, dissemination of information and conducting of training. Liaise with internal and external stakeholders. Represent the Department at Conciliation and Arbitrations proceedings. Ensure that approved resolutions are implemented. Manage conflict resolution.
<u>ENQUIRIES</u>	:	ADV. P Monchusi, Tel 018 391 4345
<u>POST 14/184</u>	:	<u>ENGINEERING TECHNICIAN: ENGINEERING AND TECHNICAL SERVICES 02/2025/28 (2 POSTS)</u>
		Purpose: To render technical services and support in engineering research, design, manufacturing, operations and maintenance.
<u>SALARY</u>	:	R391 671.per annum (plus benefits)
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	National Diploma in Engineering. Three (3) years' post qualification Engineering experience. Shortlisted candidates will be required to submit current proof of registration with Engineering Council of South Africa (ECSA) as Professional Engineering Technician. Computer literacy. A valid drivers' license.
<u>DUTIES</u>	:	Assist the Engineer with technical activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing maintenance technical manuals, standard drawings and procedures. Produce technical designs with specifications. Assist to manage the execution of the maintenance strategy. Assist to set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Assist to monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Collect and analyse data on use of utilities by Health Facilities. Undertake research.s
<u>ENQUIRIES</u>	:	MR M Manihvi, Tel. 018 391 4437

**PROVINCIAL ADMINISTRATION: WESTERN CAPE, PROVINCIAL GOVERNMENT
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 14/185 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC GASTROENTEROLOGY)**

SALARY : Grade 1: R1 553 670 per annum
Grade 2: R1 773 222 per annum
Grade 3: R1 936 806 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Gastroenterology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist in Paediatric Gastroenterology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Paediatric Gastroenterology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatric Gastroenterology. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as a Medical Specialist in Paediatric Gastroenterology. Inherent requirements of the job: A valid driver's license. Competencies (knowledge/skills): Excellent written and verbal communication skills. Experience in Paediatric Gastroenterology. Ability to function independently at a level of Medical Sub-Specialist in Paediatric Gastroenterology. Demonstrated interest in Paediatric Gastroenterology research. Working with multi-disciplinary teams. SASPGHAN membership.

DUTIES : (key result areas/outputs): To render a clinical in- and outpatient service in Paediatric Gastroenterology. To provide a Paediatric gastroscopy and colonoscopy service. To provide clinical teaching in Paediatric Gastroenterology. To engage in Paediatric Gastroenterology research.

ENQUIRIES APPLICATIONS : Prof Regan Solomons, tel. no. (021) 938 9506
Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration as Medical Specialist in Paediatric Gastroenterology with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 13 May 2025

POST 14/186 : **MEDICAL SPECIALIST GRADE 1 TO 3 (RADIATION ONCOLOGY)**

SALARY : Grade 1: R1 341 855 per annum
Grade 2: R1 531 032 per annum
Grade 3: R1 773 222 per annum A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS : Groote Schuur Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as

	Medical Specialist in Radiation Oncology. Registration with a Professional Council: Registration with the HPCSA as a Medical Specialist in Radiation Oncology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiation Oncology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Radiation Oncology. Inherent requirement of the job: Participate in the after-hours call system. Commuted overtime is compulsory. Up to date GCP (Good clinical practice) training. Up to date ACLS or ATLS course training. Competencies (knowledge/skills): To lead and run an efficient and cost-effective colo-rectal, hepato-biliary and thyroid combined Oncology service at Groote Schuur Hospital. Knowledge and experience of modern radiotherapy planning and treatment, including 3D CRT, VMAT planning and treatment, chemotherapy administration and management of side effects, and biological therapy, as well as experience in palliative care is required. Computer literacy (MS Office)
<u>DUTIES</u>	: (key result areas/outputs): Take on additional clinics in times of need and create/update treatment guidelines for all clinics. Take on administrative and/or management roles within the department as required. Conduct appropriate clinical audits and appropriate clinical research within the department to stay abreast of clinical development. Support major referral centres in drainage areas e.g. George Hospital, Vredenburg Hospital, Mitchell's Plain Hospital, by doing outreach and supporting competencies in the District Health Care System to manage patients and referrals appropriately. Participate in departmental outreach teaching initiatives such as Access to Care radiotherapy teaching program. Involved in CMSA teaching and training and assessment. Supervise, teach and assess registrars and Mmed projects according to best practice standards.
<u>ENQUIRIES</u>	: Prof J Parkes, tel. no. (021) 404-4265.
<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. Please ensure that you attach an updated CV. 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).
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/187</u>	: <u>MEDICAL SPECIALIST GRADE 1 TO 3 (OPHTHALMOLOGY)</u> (Chief Directorate: Rural Health Services)
<u>SALARY</u>	: Grade 1: R1 341 855 per annum Grade 2: R1 531 032 per annum Grade 3: R1 773 222 per annum, (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Ophthalmology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Ophthalmology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Ophthalmology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of

foreign qualified employees) as Medical Specialist in Ophthalmology. Extensive experience in Ophthalmological surgery, particularly cataract and trauma surgery. Experience in teaching and conducting research. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work flexible and after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Sufficient and appropriate clinical experience in the management of Ophthalmology related illnesses. Good work etiquette; excellent communication skills; conflict management; cost conscious care provision. Good technology and computer skills; problem-solving experience; leadership and mentoring experience. Performance of audits or research and publications. Proven knowledge of public health policies, guidelines and related prescript to manage resources effectively.

DUTIES : (key result areas/outputs): Render an efficient and cost-effective Anaesthesia service to patients managed by the institution and district as the Rural East Ecosystem, by balancing throughput with quality. Ensure effective and efficient administration of the Ophthalmology Division. Ensure the rational use of resources (medical/surgical sundries and equipment) and apply antibiotic stewardship, patient audits and Clinical Governance. Ensure appropriate training of all clinical staff, including students, Cosmos and staff in District Hospitals. Organize and partake in Outreach and Support services on consultant as well as surgical basis, to the Rural East Ecosystem with the strive to achieve the aim of prevention of blindness in the Rural East Ecosystem. Partake and organize clinical and or demographic studies where possible. Ensure good relations with patients, nursing staff, colleagues and referral services at tertiary level.

ENQUIRIES : Dr AH Stark, tel. no. (044) 802-4504
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 13 May 2025

POST 14/188 : **MEDICAL OFFICER: GRADE 1 TO 3 (MEDICO-LEGAL ADVISOR)**
 Directorate: Assurance

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 : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the professions Council: Registration with the HPCSA as Medical Practitioner. Experience **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 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 6 years relevant experience after registration as a Medical Practitioner with a recognized 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 a Medical Practitioner with a recognized foreign Health

	Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid code B Driver's Licence. Willingness to travel across the Western Cape province, as required. Competencies (knowledge/skills): Computer literacy. Knowledge of good clinical practice guidelines. Knowledge of Western Cape Health and Wellness Policies.
<u>DUTIES</u>	: (key result areas/outputs): Investigate new and existing medical malpractice cases, Inquest and other medico-legal files as allocated. A professional and authoritative medico-legal advisory and risk-management service provided to The Department and Provincial Government Discharge of obligations with respect to occupational health and impairment of provincial government employees. Office administration efficiently managed with appropriate delegation of tasks, efficient reporting to stakeholders and prompt completion of routine and urgent tasks as allocated.
<u>ENQUIRIES</u>	: Dr Anke Nitzsche tel. no. (021) 483 8851
<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 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).
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/189</u>	: <u>MEDICAL OFFICER: GRADE 1 TO 3 (TRAUMA CENTRE)</u> (1-Year Contract)
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs.
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver's license. Participate in the after-hours call system. Advanced Trauma Life support (ATLS) certified. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended Ability to conduct research.

<u>DUTIES</u>	:	(key result areas/outputs): Leadership. Innovation and Research. Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	:	Ms S Show tel no, (021) 404 4117 or Sandiswa.show@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/190</u>	:	<u>MEDICAL OFFICER: GRADE 1 TO 3 (TRAUMA CENTRE)</u> (1-Year Contract)
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum A portion of the package can be structured according to the individual's personal needs
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Commuted overtime is compulsory. Valid (Code B/EB) driver's license. Participate in the after-hours call system. Advanced Trauma Life support (ATLS) certified. Competencies (knowledge/skills): Airway skills and ability to resuscitate the severely injured patient. Ability to work as part of a trauma team. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical care of high care trauma patients. Additional courses such as PALS, BLS, ACLS, basic surgical skills and ultrasound course are recommended Ability to conduct research.
<u>DUTIES</u>	:	(key result areas/outputs): Leadership. Innovation and Research. Teaching. Clinical Governance. Clinical Service: Patient care and assisting in theatre.
<u>ENQUIRIES</u>	:	Ms S Show tel. no. (021) 404 4117 or Sandiswa.show@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/191</u>	:	<u>REGISTRAR (MEDICAL): PUBLIC HEALTH MEDICINE (WESTERN CAPE DEPARTMENT OF HEALTH AND WELLNESS ROTATION)</u> (4-Year Contract) Garden Route District
<u>SALARY</u>	:	R1 001 349 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Garden Route & Central Karoo Districts University of Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualification: -An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. A Masters level qualification in Public Health such as an MPH or equivalent. Registration with a Professional Council: Registration with the HPCSA as a Medical Practitioner in the category of independent practice. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Registration for the MMED in Public Health Medicine at the University of Cape Town. Willingness to be a resident of the George area for up to two years. Competencies (knowledge/skills): Computer literacy, and the ability to learn new technical skills. The candidate must have a strong understanding of public health, health systems and health policy. Excellent verbal and written communication skills. Good interpersonal and time-management skills. The successful candidate is expected to be technically competent, to align to the values of the Department of Health and Wellness and to be kind.
<u>DUTIES</u>	:	(Key result areas/outputs): Public Health medical service provision in the public sector health services. Teaching and training/supervision of under and postgraduates and running training for WCG service personnel. Operational research and presentation and publication in peer-reviewed scientific fora. Management, administration and leadership – using public health expertise to assist administration, management and allocation of personnel, resources and facilities, and to monitor and evaluate programmes and projects. Participate in formal training in public health disciplinary components.
<u>ENQUIRIES</u>	:	Ms Heliza Mentoer, tel.no. (044) 803-2700
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a 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. Appointment as Registrar will be for a maximum contract period of 4 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. Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines. -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 personnel. As such they are entitled to receive pay progression. 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. 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). 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. -Applications will also be considered for similar posts that becomes vacant in the Garden Route District for a period of 3 months.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/192</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (INTERNAL MEDICINE)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Victoria Hospital Minimum educational qualification: An appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a 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 a 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 a 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (code B/EB) driver's license. A valid ACLS Certificate. Competencies (knowledge/skills): Be able to manage common medical conditions presenting to the Department for admission. Be able to perform procedures such as IV lines, ICD, CVP insertion. Be able to perform resuscitation including cardioversion and ETT insertion. Be familiar with provincial and national treatment guidelines for common medical conditions, Basic computer literacy skills. Communicate well with colleagues including arranging referrals to the tertiary centre. Appropriate experience in Resuscitation, Intubation and ventilation for acute medical emergencies. Appropriate experience in Internal Medicine after completion of Medical Internship.
<u>DUTIES</u>	:	(key result areas/outputs): Manage acute medical admissions and follow up care of inpatients. Provide consultation service to other departments under supervision of consultants. Follow-up outpatients post discharge from ward. Supervise Interns and medical students rotating through Department of Medicine. Participate in academic meetings and ward rounds. Assist with completion of medico-legal documents including completion of Bis. Liaise with family members of admitted patients. Financially awareness regarding use of radiological and laboratory investigations.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Clint Cupido, tel. no. (021) 799-1161 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/193</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL INTERNAL MEDICINE) (4 POSTS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital 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. Inherent requirements of the job: A valid

	(code B/EB) driver's licence. Commuted overtime is compulsory. 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): FCP(SA) Part 1 completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Other Internal Medicine related Post-Graduate Medical Diploma, Certificate or Degree may offer advantage. Experience in Internal Medicine is preferred.
<u>DUTIES</u>	: (key result areas/outputs): Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital. Perform onsite after-hours duties as per call roster. Provide supervised medical care in sub-speciality medical disciplines as per training program roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Internal Medicine specialist. Involvement in research/audits relating to Internal Medicine.
<u>ENQUIRIES</u>	: Dr N Schrueder, tel. no (021) 938 5731
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for the post. Appointment as Registrar will be for a maximum contract period of 4 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.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/194</u>	: <u>MEDICAL OFFICER GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	: Grade 1: R1 001 349 per annum Grade 2: R1 142 553 per annum Grade 3: R1 322 352 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).
<u>CENTRE</u>	: Caledon Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years appropriate experience as a 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (code B/EB/C1) driver's license. Compulsory Commuted Overtime (COT) duties. Ability and willingness to do outreach services to clinics throughout the Theewaterskloof sub-district. Competencies (knowledge/skills): Sound knowledge of general medical and surgical conditions at district hospital and Primary Health Care level and knowledge applicable to the South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centered. Clinical service provision in the sub-district Health Service. Computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Competent in performing district level procedures including performance of caesarian sections, administration of spinal and general anesthesia, management of chronic conditions and HIV/TB care, maternal and child health as well as emergency medical care including adult and neonatal resuscitations. Ability to guide health care colleagues in managing difficult district-level cases.

<u>DUTIES</u>	:	(key result areas/outputs): Provide quality care to patients in the Theewaterskloof sub-district including Caledon Hospital and surrounding clinics and healthcare facilities. Provide Outreach and Support service to PHC facilities in the Theewaterskloof sub-district. Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Theewaterskloof sub-district facilities as required.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg. Tel.no (028) 212-1070
<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 competency assessment as part of the interview process. 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 Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/195</u>	:	<u>CLINICAL PSYCHOLOGIST GRADE 1 TO 3</u> Overberg District
<u>SALARY</u>	:	Grade 1: R872 709 per annum Grade 2: R1 014 705 per annum Grade 3: R1 174 848 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Hermanus Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist. Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. 1 Year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years'

relevant experience after registration with the HPCSA as Psychologist 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 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): - Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressured environment and to work independently and in different clinical settings. Good communication skills. Inherent requirements of the job: Valid (Code B/EB/CI) driver's licence. Willingness to travel in the district to consult clients, attend and conduct meeting and training sessions. Availability to work after hours, if and when required. Be able to work independently and in a multi- disciplinary team.

DUTIES : (key result areas/outputs): Ensure that quality mental health services are provided according to professional standards and ethical principles. Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies, including suicide and substance use disorders prevention. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part the sub district and district mental health teams. Establish Referral pathways and coordination with all stakeholders. Inter-sectoral and inter-disciplinary collaboration and coordination.

ENQUIRIES : Dr MB Hunter, tel. no. (028) 312 5203
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 14/196 : **MEDICAL OFFICER GRADE 1 TO 3 (6/8TH POST)**
Overberg District

SALARY : Grade 1: R751 011 per annum
Grade 2: R856 914 per annum
Grade 3: R991 764 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Hermanus Hospital, Overstrand Sub-district
REQUIREMENTS : Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council (HPCSA) as a Medical Officer. Registration with a Professional Council: Registration with the HPCSA as a Medical Officer. Experience: **Grade 1:** None after registration as a 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 a 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 a 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 a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid driver's license (B/EB/C1). Availability to travel to sub-district facilities to offer

		a service. 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. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Knowledge applicable to South African chronic diseases and care guidelines. Provision of evidence-based care to the sub-district. Computer literacy. Competence in performing district level procedures including (but not limited to): caesarean sections. Competence in administering spinal and general anesthesia. Sound knowledge of infectious and non-communicable diseases management, maternal and child health care as well as emergency medical care including adult, child and neonatal resuscitations. Knowledge in the management of obstetric and gynecological emergencies, general medicine, general pediatrics and district-level surgical cases.
<u>DUTIES</u>	:	(key result areas/outputs): Deliver a general clinical service to Hermanus Hospital and PHC clinics and healthcare facilities in the Overstrand sub-district. Provide outreach support to PHC facilities in the sub-district. Responsible use of resources, including laboratory and blood products and rational prescription of Medicines. Active participation in the implementation of clinical governance strategies. Following of local guidelines and policies to practice evidence-based medicine. Display good ethical conduct and professional and personal integrity. Actively participate in good clinical practice, skills transfer, teaching and academic opportunities related to the post.
<u>ENQUIRIES</u>	:	Dr M Hunter, tel. no. (028) 313-5203
<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 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 Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/197</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	R693 096 per annum
<u>CENTRE</u>	:	Struisbaai, Waenhuiskrans CC
<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. Post-basic qualification with duration of at least one-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a Professional Council: Registered with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Valid code B/EB/C1 driver's license. Competencies (knowledge/skills): Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human Resources and Financial policies. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	(Key result areas/outputs): Responsible for the management and coordination of PHC services and delivery of person-centred quality nursing care in accordance with the scope of practice and nursing standards at the Primary Health Care Facility, inclusive of COVID – 19 screening, testing and management. Plan to practice a holistic health service on a short-/medium-/long term basis including the provision of effective mobile Primary Health Care services attached to the fixed facility. Manage Personnel matters including supervision and performance management, the utilisation and supervision of staff, finances and procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Manage Health Programmes (CBS, COPC, Comprehensive Health HAST School Health) and Quality assurance program of the facility. -Manage control and act in facet of Health, Support, Data collection and timeously submission of accurate PHC, CBS and HAST

		data, including Security, Cleaning, Infection control and Ground services reports monthly. Organise a cost-effective service on a daily basis and participate in community involvement including attending community engagements as required.
<u>ENQUIRIES</u>	:	Mrs G 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>	:	Shortlisted candidates may be subjected to a practical test. 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 Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/198</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R 638 856 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a professional council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: After-hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.
<u>ENQUIRIES</u>	:	Prof J Carr, tel. no. (021) 938-5500 / jcarr@sun.ac.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/199</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMMUNITY BASED SERVICES)</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R549 192 per annum
<u>CENTRE</u>	:	Klipfontein Mitchells Plain Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years relevant experience. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding public/private partnerships. Understanding the District Health System. Project management skills. Inherent requirements of the job: A valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services within the PHC Programme in the delegated Sub-district of the Klipfontein/Mitchells Plain Sub structure. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient Health Care to the

		communities of the delegated Sub-district. Facilitate/support and assist in training, motivation and development of delegated staff. Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs S Patel-Abrahams, tel. no. (021) 370-5008
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar posts within the Department for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/200</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 01 (COMPREHENSIVE HEALTH)</u> Central Karoo District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 per annum (Plus a 12% rural allowance of your annual basic salary) Central Karoo District Office 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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written). Appropriate knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, and Chronic Conditions. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men's Health and the 1st 1000 day's strategies within the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District. Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub District to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub-districts and the Beaufort West Sub-district to with all other quality-related services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Nel, tel. no. (023) 414 - 3590
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for similar vacant posts within Central Karoo District for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/201</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MALE, FEMALE AND PSYCH WARD)</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R549 192 per annum Hermanus Hospital, Overstrand Sub-District Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and

		Midwife. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays, on day and night duty when required. Valid (code B/EB/C1) driver's license. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy. Good communication skills. Promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of the multi – disciplinary team. Good organisational skills.
<u>DUTIES</u>	:	(key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care with the standards set by the service and professional teamwork. Ensure implementing of quality improvement plan. Maintain constructive working relationships with nursing and other stakeholders and support to nursing services. Effective health information management. Manage and monitor proper utilization of human, financial and physical resources.
<u>ENQUIRIES</u>	:	Ms AE Klaasen, tel. no. (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test and competency assessment. The pool if applicants will be considered for similar vacant posts within the Overberg District of 3 months from the date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/202</u>	:	<u>CLINICAL PSYCHOLOGIST: ADULT NEUROPSYCHIATRY GRADE 1 TO 3 (5/8TH POST)</u> (Contract Post Until 31 December 2025)
<u>SALARY</u>	:	Grade 1: R545 450 per annum Grade 2: R761 028 per annum Grade 3: R881 136 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Experience: Grade 1: None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1 Year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 8 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist 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 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A minimum of 17 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa0Registration with a Professional Council: Registration with the HPCSA as a Clinical Psychologist (Independent practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Comprehensive knowledge of clinical psychology in general. Comprehensive knowledge of the Mental Health Care Act 17 of 2002 and ethos of the Professional Board of Psychology.
<u>DUTIES</u>	:	(key result areas/outputs): Render clinical psychology services to patients presenting with psychiatric conditions and co-morbid psychological difficulties. Perform clinical assessments, diagnostic formulations and provide appropriate treatment interventions and/or referral to internal and external agencies. Execute psychometric and neuropsychological assessments. Assist intern clinical psychologist supervision. Perform relevant administrative tasks. Participate in the Psychology Department meetings.
<u>ENQUIRIES</u>	:	Mr C Arendse tel. no, (021) 938 9455 or email Clayton.Arendse@westerncape.gov.za

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates will be subjected to a written/practical and oral assessment. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/203</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	:	Barrydale CC
<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. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration with the SANC as a Professional Nurse in General Nursing. Grade 2: A minimum of 14years appropriate/recognisable nursing experience 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/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Registration with a Professional Council: Registration with the SANC as a Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB/C1) driver's license. Willing to travel and work extended hours. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of information management.
<u>DUTIES</u>	:	(Key result areas/outputs): Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<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. 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/204</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: THEATRE)</u> Chief Directorate: Metro Health Services

<u>SALARY</u>	:	Grade 1: R476 367PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: 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 the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science: Operating Theatre. Registration with a Professional Council: Registration with SANC as a Professional Nurse. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Ability to function/make decisions independently as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge of major incident disaster plan. Computer skills (MS Office).
<u>DUTIES</u>	:	(key result areas/outputs): Provide safe and comprehensive care delivered to patients in theatre. Provision of optimal, holistic specialized care with set standards within professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective utilization of human, material and physical resources.
<u>ENQUIRIES</u>	:	Ms R Geswindt, tel.no. (021) 337-4410
<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 who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within the predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointed on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification in Medical and Surgical Nursing Science- Operating Theatre Nursing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/205</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MATERNITY)</u> Overberg Hospital
<u>SALARY</u>	:	Grade 1: R476 367PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Hermanus hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: 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 the specific specialty after obtaining the 1-year post-basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Relieve duties. Valid (Code B/EB, C1) driver's license. Competencies (knowledge/skills): Good communication skills (Verbal and written).
<u>DUTIES</u>	: (Key result areas/outputs): -Provide holistic specialized maternal care to patients and health care education to patients and families. Provide direction, guidance and supervision to subordinates. Ensure implementation of quality improvement plan. Maintain constructive and supporting working relationship with nursing services and other stakeholders. Utilize human, material and physical resources efficiently and effectively.
<u>ENQUIRIES</u>	: Ms CPE Spandeel, tel. no. (028) 313- 1166
<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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for similar vacant posts within the Chief Directorate: Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/206</u>	: <u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY NURSING: MIDWIFERY AND NEONATOLOGY)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	: Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: George Regional Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African 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 Neonatology Nursing Science or Advanced Neonatology. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Proof of current annual registration with SANC. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: 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 Neonatology 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 / 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 Obstetric and Neonatology Department.
<u>DUTIES</u>	: (key result areas/outputs): 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.
<u>ENQUIRIES</u>	: Ms C Potts, tel. no. (044) 802-4553

<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. 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 Neonatology 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/207</u>	:	<u>PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALITY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	:	Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	:	Helderberg Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENT</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Grade 2: 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 Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor and take charge of the hospital after hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	:	(key result areas/outputs): Provision of optimal, holistic specialized nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilization of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	:	Ms T Khumalo, tel. no. (021) 850-4752
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. "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 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 payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing

	Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/208</u>	: <u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2(PHC) (2 POSTS)</u>
<u>SALARY</u>	: Grade 1: R476 367 per annum Grade 2: R583 989 per annum
<u>CENTRE</u>	: Diazville CDC (1 Post) Laingville CC (1 Post), Saldanha Sub- District
<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 a Professional Nurse and Midwifery. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as a professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty Inherent requirement of the job: Valid (Code B/EB) driver's licence Competencies (knowledge/skills): Knowledge of Nursing Act and relevant regulations Knowledge of Medicines Control Act, Mental Health Care Act, Child Health Act and other relevant legislation.
<u>DUTIES</u>	: (key result areas/outputs): Effective management and execution of relevant Curative Programmes within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Child Health within the scope of practice and to be and advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant Woman's Health Services within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. Effective management and execution of relevant HAST programmes within the scope of the practice and to be an advocate for the patient to ensure the provision of necessary health care.
<u>ENQUIRIES</u>	: Mrs A Louw Tel: (022) 709 5066
<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 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 with the South African Nursing Council.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/209</u>	: <u>PROFESSIONAL NURSE GRADE 1 to 2 (SPECIALITY: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Service
<u>SALARY</u>	: Grade 1: R476 369 (PN-B1) per annum Grade 2: R583 989 (PN-B2) per annum
<u>CENTRE</u>	: Eerste River Hospital, Khayelitsha/Eastern Sub-structure
<u>REQUIREMENTS</u>	: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with Midwifery. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife.

	Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and a minimum of one year experience after obtaining the additional qualification and registration with SANC in Trauma and Critical Care Nursing: General. Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in Trauma and Critical Care Nursing: At least 10 years of the period above must be appropriate/recognizable experience in the specific specialty after obtaining the 1-year post-basic qualification in Trauma and Critical Care Nursing, General. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor and take charge of the hospital after hours. Competencies (knowledge/skills): - Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic Computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<u>DUTIES</u>	: (key result areas/outputs): Provision of optimal, holistic specialized nursing care within the professional, ethical and legal framework and work as part of the multi-disciplinary team. Effective utilization of all resources. Provide support to Nursing Services ensuring quality productivity. Maintain professional growth/ethical standards and self-development. Participation in training, including mentoring and research.
<u>ENQUIRIES</u>	: Ms M Luphondo, tel. no. (021) 902-8010
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency test. 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 payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/210</u>	: <u>ASSISTANT DIRECTOR: FINANCE</u> West Coast District
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Vredendal Hospital, Matzikama Sub-District:
<u>REQUIREMENTS</u>	: Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in budget management, revenue, financial management and supply chain management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound and relevant knowledge regarding Governmental and Departmental policies and legislation. Ability to function/make decisions independently and as part of a multi-disciplinary team and the ability to travel and do after hour's work. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Advanced computer skills in MS Word, Excel, and Outlook.
<u>DUTIES</u>	: (key result areas/outputs): Effective accounting (Assets and Liabilities accounts). Effective payment management. Demand and acquisition Procurement of consumable stock, services and maintenance. Asset Management. Effectively monitor Budget & expenditure. Effective, efficient and economic Human Resource management pertaining to Finance. Compliance.
<u>ENQUIRIES</u>	: Dr. ECT Ockhuis, tel. no. (027) 2132039.
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/211</u>	: <u>ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R468 459 per annum

<u>CENTRE REQUIREMENTS</u>	:	Metro TB Hospital Complex
	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in all aspects of human resource management, human resource development and labour relations. Appropriate supervisory experience. Appropriate PERSAL experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Cape Metro. Willingness to work between Brooklyn Chest Hospital and DP Marais Hospital. Competencies (knowledge/skills): Leadership and management skills, interpersonal skills, planning and Co-ordination skills. The ability to function independently and in a multi-disciplinary team and the ability to direct the team to ensure good people management practices. 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. Computer literacy (MS Word, and Excel).
<u>DUTIES</u>	:	(key result areas/outputs): Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration for the Metro TB Hospital Complex. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department and ensure effective supervision of staff. 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 the Work Skills Plans, and oversee the training of staff and wellness programmes. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms W. Sonnie tel. no. (021) 508 7403
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Assistant Director: HRM 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/212</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R468,459 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain Management: Assets management, Warehouse management, Procurement process and Contract Management. Appropriate knowledge and practical experience in LOGIS, ePS, Procurement Planning portal, security management portal etc. Appropriate proven supervisory experience. Inherent requirement of the job: Computer literacy (MS Office). A valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Good organizational, managerial, leadership skills, an aptitude for working with financial figures with strong people management skills, ability to work in a team context and motivate team members. Computer literacy Microsoft Package with experience in LOGIS. Knowledge of PFMA, Finance instructions, Provincial and National Treasury regulations, Preferential Procurement Policy Framework Act 5 of 2000 (PPPFA) as well as Accounting Officer System.
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for overall management of all Supply Chain Management functions. Responsible for Inventory Control, warehouse management and asset management processes. Accurate and timeous preparation of reports and assist with the compilation of the Interim and Annual Financial Statements. Supervise the monthly submission of SCM9, Bas& LOGIS reconciliation etc Contract management assistance in respect of Supply Chain and Finance responsibilities. Ensure sound Labour practices are executed and implemented. Effective utilisation of human resources.
<u>ENQUIRIES</u>	:	Mr M Sixhaxa, tel. no. (022) 814-0314

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/213</u>	:	<u>CONTROL LAUNDRY MANAGER</u> Directorate Facilities Management
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (based at Tygerberg Central Laundry)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year B-degree or 3-year National Diploma (or equivalent qualification). Experience: Appropriate management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Excellent verbal and writing communication skills. Motivational and leadership skills. The ability to mentor, support and encourage people. Good understanding of the production or processing environment. Sound knowledge and understanding of the Public Finance Management Act and Public Procurement procedures.
<u>DUTIES</u>	:	(key result areas/outputs): Manage the provision of an effective and efficient laundry services at Tygerberg Central Laundry. Manage Finance, Supply Chain Management and People Management of the institution. Manage the Technical work performance and staff training. Ensure cost effective in-house laundry services. Monitor and control expenditure of the institution. Monitor the control of linen inventory at the institution. Provide technical input and advice to management. Assist with planning and designs of new on premises laundries, central laundries and hospital linen banks. Provide an effective and efficient laundry and linen service to all clients.
<u>ENQUIRIES</u>	:	Mr A Jantjies, tel. no. (021) 918-1702
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/214</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in support services and management relevant to this role. Inherent requirements of the job: A valid (Code B/EB) driver's licence.
<u>DUTIES</u>	:	(key result areas/outputs): Provide efficient and effective leadership and management of support services including Food services unit, porters, Switchboard, Hospital grounds, hospital hygiene, laundry, medical records, administrative personnel, transport and registry. Ensure compliance with Ideal Hospital and OHSC norms and standards for all service areas People management within support services Contract management including security, cleaning, waste management, pest control & garden services. Financial management.
<u>ENQUIRIES</u>	:	Ms Y Nelukalo, tel. no. (021) 799-1123
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Shortlisted candidates may be expected to complete a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/215</u>	:	<u>ASSISTANT DIRECTOR: (SUPPORT: PROCESS FACILITATION DESIGN)</u> Directorate: Strategy, Policy and Planning
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Social Science or Health Science field or equivalent. Experience: Appropriate experience in facilitating and planning workshops. Inherent requirement of the job: Valid code B/EB driver's licence. Competencies (knowledge/skills): Working knowledge of facilitation tools and methods. Practical understanding of knowledge creation and learning theory, especial social learning practices. Practical understanding of stakeholder

		engagement. Process facilitation design skills to promote and enable creative thinking and collaboration. Exceptional interpersonal, organizational, and communication skills. Project/events management skills will be advantageous. (key result areas/outputs): Assist with the design and facilitation of collaborative thinking processes. Maintaining and sustaining a collaborative thinking environment. Manage multi-inquiry events. Management of the team.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms K Ching, email: Karen.Ching@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/216</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY GRADE 1 (NEUROPHYSIOLOGY)</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Neurophysiology. Registration with a Professional Council: Registration with the HPCSA as a Clinical Technologist: Neurophysiology (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Clinical Technologist: Neurophysiology (Independent Practice). Inherent requirements of the job: Valid (Code B/EB) driver's licence. After hours service is compulsory. Competencies (knowledge/skills): Excellent written and verbal communication skills.
<u>DUTIES</u>	:	(Key result areas/outputs): The clinical service includes the provision of a professional clinical technology service in Neurology in medical wards, theatres, ICU and outpatient clinics. Carrying out all neurophysiological tests including conduction studies, sleep studies (overnight polysomnography and multiple sleep latency tests; evoked potential studies (including bereitschaft potential measurements and somatosensory evoked potentials); autonomic function testing, and electroencephalography (routine and emergency studies and continuous video monitoring studies). Administrative duties including equipment resource management and human resource management. Troubleshooting and maintenance of equipment. Training of technologists and student technologists, and EEG technicians.
<u>ENQUIRIES</u>	:	Prof J Carr, tel. no. (021) 938-5500 / jcarr@sun.ac.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/217</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R397 233 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Experience: Grade 1: None after registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 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 the relevant profession (where applicable) 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 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 registration with the HPCSA as Radiographer in Diagnostic Radiography in respect of SA qualified employees. Registration with a Professional Council: Registration

	with the HPCSA as a Radiographer in Diagnostic. Inherent requirements of the job: Render a 24-hour service as determined by the department. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.
<u>DUTIES</u>	: (Key result areas/outputs): Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after-hour service of the department.
<u>ENQUIRIES</u>	: Ms M Samuels, tel.no. (021)337-479
<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 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.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/218</u>	: <u>PHYSIOTHERAPIST: GRADE 1 TO 3</u>
<u>SALARY</u>	: Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	: Groote Schuur Hospital
<u>REQUIREMENTS</u>	: 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: Grade 1: None after registration with the HPCSA 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. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-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. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as a Physiotherapist in respect of RSA-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 requirement of the job: Willingness to work overtime. Ability to work after hours for ERAS(Enhanced Recovery After Surgery) calls. Competencies (knowledge/skills): Knowledge of applicable health legislation, relevant Acts and Public Service Policies and Procedures. Ability to work under extreme pressure. Ability to problem solve, organise, and prioritize patient treatments/discharge plans. Ability to work within the MDT. Ability to work independently Ability to supervise undergraduate students in a tertiary setting. Appropriate, clinical experience as a Physiotherapist in an acute and specialist/tertiary hospital. Good problem solving, interpersonal and communication skills. Computer literacy.
<u>DUTIES</u>	: (key result areas/outputs): Assess and treat patients in Trauma, Oncology, Maternity, Neurology, Neurosurgery, Orthopaedic, Acute Spinal Cord Injuries,

		OPD, Medical, Surgical, Cardiothoracic wards as well as High Care and Intensive Care units associated with these wards Be responsible for administration related to patient care as well as departmental administration. Management of assets in allocated work area. Assist in the clinical supervision of undergraduate students.
<u>ENQUIRIES</u>	:	Ms CK Davids, tel. no. (021) 404 4408.
<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 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 <u>apply for change in registration status</u>).
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/219</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY</u> (12 Month Contract)
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: After hours service. Competencies (knowledge/skills): Good communication skills (verbal and written). Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Above average academic record, work record and managerial abilities. Ability to work independently, without supervision and work within a group with all levels of staff.
<u>DUTIES</u>	:	(key result areas/outputs): To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology. Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). Delivery of 24-hour standby service (required to work after hours, during weekends and public holidays).
<u>ENQUIRIES</u>	:	Mr M Govender, tel no. (021) 404 4094/5.
<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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/220</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY</u>
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirement of the job: After hours service. Competencies (knowledge/skills): Good communication skills (verbal and written). Ability to work independently, without supervision and work within a group with all levels of staff. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Above average academic record, work record and managerial abilities. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing
<u>DUTIES</u>	:	(key result areas/outputs): Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). Delivery of 24-hour standby service (required to work after hours, during weekends and public holidays). To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Govender, tel no. (021) 404 4094/5. 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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/221</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (SYSTEMS LOGIS HELPDESK)</u> Directorate: SCM Governance (Bellville Office)
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3 Year National Diploma or Degree. Experience: Appropriate Logis experience. Competencies (knowledge/skills): Computer Literacy (Ms Word, Excel, Power Point; Teams). National, Provincial and Departmental Prescripts Good Leadership Abilities. Ability To Meet Deadlines and Complete Tasks Under Extreme Pressure.

<u>DUTIES</u>	:	(key result areas/outputs): Manage Fully Functional Helpdesk Perform Departmental System Controller Functions. Ensure Credible Information on Logis Reports. Review, Update and Issue Relevant Chapters in AOs, Policies, Sop's, SCM Instructions & Circulars. Administrative and Supervisory Management of Logis Helpdesk Team.
<u>ENQUIRIES</u>	:	Ms D Coetzee, tel.no. (021) 483-6325
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/222</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	West Coast District Office, Malmesbury
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in the procurement of goods and services, asset management, disclosure Notes reporting, contract management and transport activities. Appropriate supervisory experience in Supply Chain Management environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the West Coast District. Willingness to work after hours when required. Competencies (knowledge/skills): Appropriate knowledge of and practical experience in LOGIS and the Integrated Procurement Solutions (IPS). Computer skills in MS Office (MS Word, Excel, PowerPoint and Outlook). Ability to work independently and part of a team.
<u>DUTIES</u>	:	(key result areas/outputs): 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 management, Logistics, Asset, Inventory and Disposal Management. Accurate and timeous preparation of monthly reporting and assist with the compilation of the Annual and Interim Financial Statements in terms of Major and Minor assets for BAS VS LOGIS Recon & Notes 40 and 41. System Management (Ensure system controller functions are carried out and approver duties on EPS). Responsible for Asset management, planning and reporting for West Coast District. Management of all staff HR functions within the component including effective and efficient support to supervisors.
<u>ENQUIRIES</u>	:	Mr M Sixhaxa, tel. no. (022) 814-0314
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/223</u>	:	<u>CASE MANAGER</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Vredenburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: An 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 Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 Driver's Licence Competencies (knowledge/skills): Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).
<u>DUTIES</u>	:	(key result areas /outputs): Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the

		implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to privately funded and foreign patients.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JE Basson, tel. no. 022 7097276
	:	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. 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. Candidates may be subject 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 their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/224</u>	:	<u>OCCUPATIONAL THERAPIST GRADE 1 TO 3</u> (Contract Until 31 March 2026) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R397 233 per annum Grade 2: R463 941 per annum Grade 3: R543 099 per annum
<u>CENTRE REQUIREMENTS</u>	:	Northern/Tygerberg Substructure
	:	Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a Professional Council: Current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as Occupational Therapist in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 10 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA as Occupational Therapist 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 20 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA as Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A Valid driver's licence. Willingness to rotate within the substructure and perform relief duties. Competencies (knowledge/skills): Relevant skills in assessing, developing and implementing OT intervention. Sound knowledge of relevant national, provincial legislation and Health Care 2030. Experience in student training/supervision. Basic computer skills in MS Word, Excel, Outlook.
<u>DUTIES</u>	:	(key result areas/outputs): Coordinate & manage OT services for a designated area. People management, Rehab Care Workers, students, volunteers. Liaise and collaborate with stakeholders. Screen, assess and intervene as required & appropriate Link to appropriate levels of care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Kassen, tel.no. (021) 815 8798
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Occupational Therapist 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.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/225</u>	: <u>PERSONAL ASSISTANT</u> Directorate: People Development
<u>SALARY</u>	: R325 101 per annum
<u>CENTRE</u>	: Head Office Cape Town
<u>REQUIREMENTS</u>	: Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering a support service to Senior Management. Appropriate experience in office management. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's licence. Ability to function in a team Ability to interact with people at all levels of society Ability to analyse numbers and read reports. Competencies (knowledge/skills): Secretarial and Office Management or Administration competencies. Document and spread sheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative, organisational skills.
<u>DUTIES</u>	: (key result areas/outputs): Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing power point presentations Provide finance & supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash). Support the manager with the administration of the budget for the Directorate. Provide diary management and meeting support to the manager (arrange meetings & travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the office of the Director (collate/compile reports, manage leave registers, co-ordinate training, etc).
<u>ENQUIRIES</u>	: Dr T Mabuda, tel.no. (021) 831-5801
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/226</u>	: <u>ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R325101 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 12 certificate (or equivalent). Experience: Appropriate experience in Human Resource Development and Training. Appropriate experience in recruitment & selection processes. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Advanced knowledge of Human Resource Development systems, practices of the skills development legislative framework. Knowledge and experience of budgetary aspects, as well as project management skills. Computer literacy in MS Office.
<u>DUTIES</u>	: (key result areas/outputs): Manage and co-ordinate skills and training interventions. Plan, develop, co-ordinate, monitor and evaluate the implementation of the hospital Workplace Skills Plan and submission of all frequent HRD compliance reports. Co-ordinate and monitor 1% skills budget, supply chain management and expenditure process within PFMA prescripts. Plan and co-ordinate staff wellness activities. Manage and supervise human and physical resources. Handling of all recruitment and selection processes.
<u>ENQUIRIES</u>	: Ms Nolufefe Jim, tel. no. (021) 826 5792
<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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	: 13 May 2025

<u>POST 14/227</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (ADMISSIONS)</u> <u>MITCHELL'S PLAIN HOSPITAL/EC HUB</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mitchell's Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in the CLINICOM and Medical Records. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the PFMA, National Treasury regulations, Provincial Treasury directives, financial delegations and instructions. Knowledge of the financial procedures. Knowledge of Medical Records procedures Ability to be systematic and analytical and be able to interpret and apply policies. Computer literacy (MS Word, Excel).
<u>DUTIES</u>	:	(Key result areas/outputs): Manage the patient admissions process; Manage the receipting and banking of state monies. Manage the Medico/legal function; Monthly financial reporting and compiling of financial reporting. Ensure a constructive working relationship between admissions and the other stake holders. Manage human and financial resources and utilisation of physical resources. Management of staff at MPDH & EC Hub. Compiling of duty rosters for shift workers. Manage staff performance.
<u>ENQUIRIES</u>	:	Mr A. Moses, tel.no. (021) 377- 4497
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/228</u>	:	<u>ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Emergency Medical Services, Eastern Division
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate experience in Information Management. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Advanced Computer literacy (MS Office 365 package). Knowledge of WCEMS' Operations, Communications and Licensing and Compliance Processes. Knowledge of business process analysis, mapping, modelling and automation of Systems to improve data flow processes. Compilation of reports for meetings and decision making - using various BI platforms (Power BI and Tableau).
<u>DUTIES</u>	:	(key result areas/outputs): Design, implement and coordinate a well-established ICT functionality within the organisation (DITCOM, CITCOM, ITSr). Coordinate the Licencing & Compliance process according to the departmental prescripts. Develop, test and implement automated solutions for existing or new manual processes as part of the IM team. Creating of Dashboards and visualisations in aid of creating data awareness and information sharing. Submit timeous reports to management and staff on performance. Operate as part of the team through participation in innovations.
<u>ENQUIRIES</u>	:	Mr. S September (Tel: 021 937 0626) alternatively (email: Selwyn.september@westerncape.gov.za)
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post. Shortlisted candidates will be expected to undergo a practical assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/229</u>	:	<u>ADMINISTRATIVE OFFICER: FINANCE/ADIM</u> Garden Route District

<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	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. Experience: Appropriate experience in hospital admissions, fees and patient administration. Appropriate supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): -Analytical skills for monitoring and evaluation. Organisational, planning and leadership skills. Appropriate knowledge and working experience of Accounts Receivable and Clinicom systems. Appropriate knowledge and working experience of BAS, UPFS and Chapter 18 manual. Computer literacy (Word, Excel and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Manage and supervise admissions, reception office, cashier and fees department Manage income and cash. Monitor and control payments and journals of hospital accounts (BAS, AR and Clinicom). Monitor and submit statistics to management and District office timeously. Training of admissions, fees and revenue staff. Banking of state monies. Represent institution at meetings and workshops in District.
<u>ENQUIRIES</u>	:	Mr D Matthee tel. no. (044) 302 - 8406
<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. Short listed candidates will be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/230</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL)</u> West Coast 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>	:	Clanwilliam Hospital, Cederberg Sub-district:
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a Professional Council: Registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: None after registration as Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 10 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Grade 3: A minimum of 20 years' appropriate / recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a team. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Good verbal and written communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Provision of optimal, holistic nursing care with set standards and within a professional / legal framework. Effective utilization of resources: Human Resources, Material Resources and Services. Participation in training and research. Provision of support to Nursing Services. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr NM Goeieman Tel: 027 482 2166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only

applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for other similar vacant posts within the Cederberg Sub-district, for a period of three months from date of advert.

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/231</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL)</u>
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE REQUIREMENTS</u>	:	Red Cross War Memorial Children's Hospital 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing 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 requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Willingness to rotate to other departments/wards. Deputising for the Operational Manager: Nursing. Competencies (knowledge/skills): Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and ability to work collaboratively within FBUs.
<u>DUTIES</u>	:	(key result areas/outputs): Provide comprehensive nursing care provided within a professional / legal framework. Participate with the multi-disciplinary team to provide holistic health care, provide good documentation, care, planning and health education. To support and participate in clinical practice development initiatives, educational activities, and research. Effective utilization of human and financial resources. Provide support services to Supervisor and Nursing division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Franken. Tel.no. (021) 658-5187 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 13 May 2025
<u>POST 14/232</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</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 REQUIREMENTS</u>	:	Hermanus Hospital Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: None after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate and midwife/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends and relieve duties. Competencies (knowledge/skills):

		Good communication skills (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Be able to work independently and in a multi-disciplinary team.
<u>DUTIES</u>	:	(key result areas/outputs): Provide direction and supervision for the implementation of the nursing care plans, laws and regulations relevant to nursing and health care. Implement standards, practices, criteria, and indicators for quality assurance. Utilize human, material, and physical resources efficiently and effectively. Maintain constructive and supporting working relationship with nursing and other stakeholders. Management of information
<u>ENQUIRIES</u>	:	Ms ED Stephansen, tel. no. (028) 312-1166
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 Mayl 2025
<u>POST 14/233</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R324 384 per annum Grade 2: R396 132 per annum Grade 3: R476 367 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Registration with a Professional Council: Registration with SANC as Professional Nurse and midwife. Inherent requirements 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): Extensive knowledge of Acts, policies, protocols and procedures with regards to quality and legislative practices. Extensive knowledge of practices or regimes within the relevant disciplines. Excellent verbal and written communication skills as well as sound interpersonal skills. Ability to work effectively within a multi-disciplinary team. Application of knowledge, skills and behavior to complete tasks accurately as well as maintaining high standard of care in managing care. Computer literacy.
<u>DUTIES</u>	:	(Key result areas/outputs): Provision of Quality Nursing Care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Cost Effective utilization of all human, financial and material resources. Promote and participate in research. Provision of effective control and utilization of equipment and stock.
<u>ENQUIRIES</u>	:	Mrs MAT Dubru-Shunmugam: email: Mary.Dubru@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Metro Health Services for a period of 3 months from date of advert.

<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/234</u>	:	<u>PHARMACIST ASSISTANT (POST BASIC) GRADE 1 TO 3</u> (Contract Post Until 31 December 2025)
<u>SALARY</u>	:	Grade 1: R264 750 per annum Grade 2: R306 411 per annum Grade 3: R330 540 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) (Institutional). Registration with a Professional Council: Registration with the SAPC as a Pharmacist's Assistant (Post Basic) (Institutional). Experience: - Grade 1: None after registration with the SAPC as Pharmacist's Assistant (Post-Basic). Grade 2: A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Grade 3: A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. Inherent requirements of the job: A Valid (Code B) driver's licence. Willingness to work weekends, and overtime. Must be computer literate. Competencies (knowledge/skills): Experience in JAC/computerized pharmaceutical system. Good computer literacy. Ability to work as part of a team or independently. Ability to work under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Assist with reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist. Assist with the provision of instructions regarding the correct use of medicine supplied and information to individuals to promote health. Assist with the distribution, control of and ordering of medicine and scheduled substances. Assist with the compounding or manufacturing of a non-sterile or sterile medicine or scheduled substance according to a formula and standard operating procedures approved. Assist with general housekeeping and administrative tasks. Working under both direct and indirect supervision of a pharmacist. Assist with the control of stock by managing the safe and reliable procurement, storage, control and distribution of quality pharmaceuticals.
<u>ENQUIRIES</u>	:	Ms C. Fourie Tel: 021 938 4917
<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 subject to a written/ practical assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/235</u>	:	<u>ADMINISTRATION CLERK: WARDS</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate practical experience of Clinicom system. Appropriate practical experience of Logis System. Appropriate experience in ICD10. Competencies (knowledge/skills): Good interpersonal and communication skills. Presentation skills. Excellent verbal and written communication skills. Computer literacy in Microsoft package (Word, Excel and Outlook).
<u>DUTIES</u>	:	(Key result areas/outputs): Manage clerical and office processes smoothly and effectively. Responsible for patients related activities Ensure efficient communications in the clinical situation Optimum utilisation of resources & Asset management ICD10 coding Relief duties.
<u>ENQUIRIES</u>	:	Ms Y Nelukalo, tel. no. (021) 799-1123
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/236</u>	:	<u>ADMINISTRATION CLERK: FEES DEPARTMENT (PATIENT ADMINISTRATION: INPATIENT AND OUTPATIENT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Groote Schuur Hospital 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. Experience: Appropriate experience in Fees-related environment dealing with Clinicom Patient Administration. Inherent requirement of the job: Must be willing to work shifts (night duty, weekends, and public holidays) and rotate between departments. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Outlook). Knowledge of Hospital Fees Memorandum 18, UPFS, HIS, Clinicom, Billing and Finance instructions. Good communication skills (verbal and written). Strong sense of confidentiality.
<u>DUTIES</u>	:	(key result areas/outputs): Clinicom patient registration functions attendances, disposals as per PGWC Hospital Fees policies and procedures including booking of appointments & patients transport on Healthnet. Attending to patient queries (both verbal and written). Responsible for handling and receiving of public money, Cash Collection and Banking of State Money. Debiting of Charge Entries to invoices as per UPFS and PGWC billing procedures including ICD10 capturing. Provide administrative and secretarial support services to the department. Various Reception tasks or duties assigned to you by immediate supervisor as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Swail, tel no. (021) 4043277 Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 13 May 2025
<u>POST 14/237</u>	:	<u>ADMINISTRATION CLERK: FINANCE</u> Chief Directorate Financial Management, Sub-Directorate: Financial Accounting (Section: Banking)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office, Cape Town 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 focusses on the Key Performance Areas KPAs of the post. Experience: Appropriate experience in Banking Administration Inherent requirements of the job: Willingness to work overtime if required Competencies (knowledge/skills): Knowledge of Banking Procedures (Main and sub bank accounts). Knowledge of all relevant financial acts/regulations/instructions. Knowledge of the Basic Accounting System (BAS) system Knowledge of Banking related Asset and Liability suspense accounts.
<u>DUTIES</u>	:	(key result areas/outputs): Compilation and processing of journals pertaining to all deposits made to the main bank Account. Compilation and processing of journals pertaining to sub bank accounts. Clearing of Banking related Asset and Liability suspense accounts. Dealing with Banking related queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms L Plaatjies tel.no. (021) 483-5801 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. It may be expected from short listed candidates to write a test
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/238</u>	:	<u>ADMINISTRATION CLERK: INFORMATION MANAGEMENT</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Klawer Clinic: Matzikama Sub-district Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate relevant working experience in Information Management, Health Information Systems and end-user systems support Inherent requirements of the job: Valid (Code B/EB) driver's license.

		Willingness to travel within the Sub-district. Willingness to assist and relief at other PHC Clinics within the Matzikama Sub-district. Competencies (knowledge/skills): Good numerical, data analysis, presentation and training skills. Advanced computer skills in MS Word, Excel, PowerPoint and Outlook. Good working knowledge of and experience in Health Information systems (PHCIS, Sinjani, Ideal Health facility, Tier.net, EDR.web).
<u>DUTIES</u>	:	(key result areas/outputs): Data Management. Ensure good Data Quality. Effective Data submission. Effective Administration and Support in terms of Information Management.
<u>ENQUIRIES</u>	:	Ms CL Hermans, tel. no. (027) 2132039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. 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 Matzikama Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/239</u>	:	<u>ADMINISTRATION CLERK: MEDICAL RECORDS (REGISTRY & MESSENGER OFFICE SUPPORT)</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate medical records experience in a health environment. Appropriate Clinicom experience. Inherent requirement of the job: Willingness to work overtime and provide relief in other departments as operationally required. Competencies (knowledge/skills): Computer skills in MS Office. Good interpersonal and communication skills. Ability to work independently, and as part of a team. Ability to maintain confidentiality and problem-solving and conflict management with good organizational skills. Official must have a good understanding of the daily running of a hospital medical records department. Good understanding of the department protocols, and records instructions.
<u>DUTIES</u>	:	(key result areas/outputs): Render an effective and efficient Medical Records service according. Maintain and Repair patient folders and prepare case notes for Archiving. Accurately and timeously file all patient folders and other clinical notes and drawing of folders and any ad-hoc admin duties. Maintain an effective filing system and attending to relevant queries (verbal, written and systematically). Maintain an effective filing system co-operation and support to Supervisor, Colleagues, and members of the Management team. Relieve in other departments as operationally required.
<u>ENQUIRIES</u>	:	Ms E Van der Westhuizen, tel.no. (021) 833 9445
<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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/240</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredenburg Hospital, Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	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 focus on the key performance areas of the post. Experience: Appropriate Asset Management experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physical Ability to lift /move heavy objects and supplies. Competencies (knowledge/skills): Computer literacy (Word and excel). Sound theoretical and practical knowledge of policies regarding financial and Supply chain Management. Knowledge of Asset Management (LOGIS functions or Modules in LOGIS).

<u>DUTIES</u>	:	(key result areas/outputs): Maintain and update asset register. Procure assets and services on EPS. Ensure that all transactions comply with the legislative requirements. Manage Assets movement, inventory update, bar-coding and maintenance of equipment. Undertake interim and annual financial stock takes, reporting of losses, theft shortages and surpluses as well as monthly reporting. Ensure disposals of assets pertaining to SCM policies and procedures.
<u>ENQUIRIES</u>	:	Mr. BJ Jansen tel (022) 7095071
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may be subject 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 their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/241</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN</u> Chief Directorate: Facilities and Infrastructure Management
<u>SALARY</u>	:	R228,321 per annum
<u>CENTRE</u>	:	Head Office Cape Town
<u>REQUIREMENTS</u>	:	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 focusses on the Key Performance Areas KPAs of the post. Experience: Appropriate Project Portfolio Office experience. Inherent requirements of the job: Willingness to work overtime if required Competencies (knowledge/skills): Computer proficiency (MS Office 365 including Word, Outlook, Excel, and SharePoint). Knowledge and experience of the Basic Accounting System (BAS). Knowledge and experience of the Project Portfolio Office (PPO) system or similar Infrastructure Project Management system. Problem solving and lateral thinking skills, the ability to work in a team and independently. Ability to work under pressure, be honest, responsible, reliable and diligent. Good interpersonal communication skills
<u>DUTIES</u>	:	(key result areas/outputs): Administer the PPO system within the Western Cape Government Department of Health and Wellness. Render effective support and assistance to staff of the Infrastructure Finance Component. Compile and capture journals and payments. Detect and correct incorrect accounting entries. General office administration and ad-hoc duties. Administration of SharePoint site.
<u>ENQUIRIES</u>	:	Mr G Mohamed, email: Gakeem.Mohammed@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/242</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u> West Coast District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Vredendal Hospital, Matzikama Sub-District:
<u>REQUIREMENTS</u>	:	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. Experience: Appropriate experience in LOGIS and the Electronic Procurement System. Appropriate experience in Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support all PHC Clinics in the Sub-district when needed. Willingness to support all SCM functions. Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of Western Cape Supplier Database. Computer literacy (Windows/Word/Excel and Outlook).
<u>DUTIES</u>	:	(key result areas/outputs): Demand Management and the procurement of major and minor assets. Acquisition Management. Asset Management/Control. Disposal of Assets. Reporting on Assets.
<u>ENQUIRIES</u>	:	Ms CA Davids, tel. no. (027) 213 2038

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test. The pool of applicants will be considered for similar vacant posts within the Matzikama Sub-district for a period of three months.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/243</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Swartland Hospital, Swartland Sub-District
<u>REQUIREMENTS</u>	:	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 focus on the key performance areas of the post Experience: Appropriate experience in a Supply Management Environment. Inherent requirement of the job: Willingness to relieve other departments. Valid (Code B/EB) driver's licence. Ability to do physical hard work. Competencies (knowledge/skills): Good interpersonal relations with supervisor, colleagues, and the public. Ability to function in a group. Computer literacy (Word and excel). Knowledge of Accounting Officer System and SCM delegations. Knowledge of the LOGIS (Logistical Information System) and EPS. Candidates may be subject 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 their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment.
<u>DUTIES</u>	:	(key result areas/outputs): Effective and organised control transit service in the warehouse Effective Requisitioning of non-automated users Effective Issuing and Storage of Goods Effective Demand Management Effective Acquisition Management Ensure compliance to all relevant laws and prescripts related to Supply Chain Management. Effective support to Supervisor Accurate and effective Quality Assurance
<u>ENQUIRIES</u>	:	Mr. L Kortje tel. no. (022) 487 9341
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/244</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (TRANSPORT)</u> Garde Route District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mossel Bay Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to drive a government vehicle. Competencies (knowledge/skills): Good communication and interpersonal skills. Ability to handle conflict and manage difficult clients. Ability to follow through instructions independently and to take initiative. Appropriate knowledge of Circular 4/2000. Computer literate in MS Office, Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	(Monitor and maintenance of GG Transport and ensure economic use of GG Vehicles. Handling of all GG accidents reports and losses. Perform inspections of GG Vehicles at institutions and complete logbooks of GG vehicles. Effective registry procedures including archiving, Update files and opening of post. Relief function in other departments.
<u>ENQUIRIES</u>	:	Mr B Meiring, tel. no. (044) 604 - 6114
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Short-listed candidates will be subjected to a computer literacy test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/245</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha District Hospital, Khayelitsha Eastern Sub Structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (Or equivalent). Experience: Appropriate experience in Recruitment and Selection. Competencies (knowledge/skills): Computer Literacy Knowledge and experience of Employment Practises (Recruitment and Selection). Good interpersonal and organisational skills, ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	(key result areas/outputs): Provide advice regarding the application of Recruitment and selection policies and prescripts. Quality check requests for advertising documentation submitted for advertising. Assist with SPMS process within the Hospital. Act as scribe/personnel representative with filing of posts. Handle correspondence and enquiries. Assist with the administration of application to perform Other Remuneration Work outside of the Public Service (ORW).
<u>ENQUIRIES</u>	:	Ms Ilhaam Willis Tel: 021 360 4241
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for 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 the advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/246</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (NURSING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mitchells Plain District Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience/competencies that focuses on the key performance areas (KRA's) of the post. Experience: Appropriate secretariat, office management and e-filling experience. Experience in office administration. Inherent requirements of the job: Ability to work under pressure and independently. Willingness to work overtime as required. Willingness to do office relief duties. Competencies (knowledge/skills): Excellent computer skills (MS Word; Excel, Power point, e mail) Excellent communication and interpersonal skills. Ability to exercise and maintain confidentiality. Punctuality and time management.
<u>DUTIES</u>	:	(key result areas/outputs): Data capturing – Excel; electronic report; prepare presentations ; information management. Administrative functions and support – faxing, copying, filing, minute taking; telephone etiquette. Effective communication – internal and external stakeholders; Professionalism. Resource management – ordering and stock control; management of office assets. Coordinate and plan meetings as delegated including minute taking. Assist with management of the training venues, events planning.
<u>ENQUIRIES</u>	:	Mr R Geswindt, tel.no. (021) 377-4410
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates may be subjected to a competency test. No payments of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/247</u>	:	<u>ADMINISTRATION CLERK: FINANCE/ADMIN (TECHNICAL SERVICES)</u> Central Karoo District
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Central Karoo District Office Support Services (stationed in Beaufort West Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Minimum educational qualifications: 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. Experience: Appropriate knowledge and experience in office administration, financial and procurement administration. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills. Appropriate clerical experience in office administration, financial and procurement administration. Computer literacy in Microsoft (Word, Excel and Outlook), with experience.
<u>DUTIES</u>	:	(Key result areas/outputs): Administrative support to all technical support staff members of the workshop located at the Central Karoo District Office. Job Requisitions. Create and maintain a database, both electronic and hard copies, of all documents related to Technical Support Service. Finance and Supply Chain Support Support to Supervisor.
<u>ENQUIRIES</u>	:	Ms A Jooste, Tel. No. (023) 414 - 3590
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Short listed candidates may be subject to competency testing.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/248</u>	:	<u>PERSONNEL OFFICER (EMPLOYEE BENEFITS) (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R228 321 per annum
<u>CENTRE</u>	:	Khayelitsha Eastern Sub-structure Office
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management and PERSAL. Inherent requirements of the job: Willingness to travel within the Khayelitsha Eastern Sub-structure. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint). Basic understanding of Human Resource Policies and Practices. Basic analytical skills and interpersonal skills. Organising and planning skills. Professionalism and maintaining confidentiality. Knowledge of OSD prescripts.
<u>DUTIES</u>	:	(key result areas/outputs): Perform all administration duties pertaining to the personnel administration section, e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips, debt management, verify documents and qualifications. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). Maintain registers, i.e., PILIR, RWOEE, appointments, pension, and service terminations. Perform and implement transactions on Persal. Provide an effective support service to supervisor.
<u>ENQUIRIES</u>	:	Mr G Cloete, tel. no. (021) 360-4779, email: Gashnur.Cloete@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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 written/practical and oral assessment.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/249</u>	:	<u>STAFF NURSE (2 POSTS)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R220 614 per annum Grade 2: R262 287 per annum Grade 3: R306 798 per annum
<u>CENTRE</u>	:	Swellendam Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with South African Nursing Council as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Staff Nurse. Registration with a Professional Council: Registration with SANC as a Staff Nurse. Inherent requirements of the job:

	Competencies (knowledge/skills): Good communication skills (Verbal and written).
<u>DUTIES</u>	: (Key result areas/outputs): Perform relevant nursing duties pertaining to basic nursing care to health care users under the direct or indirect supervision of the Professional nurse within the scope of practice. Provide clinical nursing care and assist in clinical procedures. Ensure effective Triaging and screening of clients. Ensure that all documentation and report adhered to legislation. Support to supervisor by team participation. Handle all enquiries and correspondence (written and verbal) in line with policies, regulations and circulars.
<u>ENQUIRIES</u>	: Ms F Vermeulen, 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. Candidates will be required to undergo a practical assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). The pool of applicants will be considered for similar vacant posts within the Overberg District for a period of 3 months from date of advert."
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/250</u>	: <u>ARTISAN ASSISTANT</u> Garden Route District
<u>SALARY</u>	: R193 359 per annum
<u>CENTRE</u>	: Oudtshoorn Hospital, Oudtshoorn and Kannaland Sub-districts
<u>REQUIREMENTS</u>	: Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Sound knowledge of hospital plant machinery and medical equipment. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to drive. Ability to do strenuous physical labour. Willingness to do standby and work overtime and after hours, including weekends and public holidays. Competencies (knowledge/skills): Ability to communicate effectively both verbal and written. Ability to handle conflict and problem-solving situations. Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Ability to plan own work activities, work independently and in a team. Ability to operate industrial machinery and welding tasks. Appropriate knowledge of electrical power tools and hand tools.
<u>DUTIES</u>	: (key result areas/outputs): Assist with repairs and installation of objects, including emergency breakdowns. Supervise and in- service training of co-workers. Maintain and repair equipment, repair of plant equipment, furniture and fixtures. Assist in preventive maintenance procedures, including autoclaves, Standby Generators, water and electrical reticulation networks, Basic welding repairs and installations, basic electrical knowledge, basic plumbing knowledge, basic carpentry knowledge. Obtain quotations, order and control of materials as needed to complete requisitions.
<u>ENQUIRIES</u>	: Mr A Roets, tel. no. (044) 203 - 7267
<u>APPLICATIONS</u>	: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	: Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	: 13 May 2025
<u>POST 14/251</u>	: <u>TRADESMAN AID (TECHNICAL SERVICES)</u>
<u>SALARY</u>	: R163 680 per annum
<u>CENTRE</u>	: Valkenberg Hospital
<u>REQUIREMENTS</u>	: Minimum educational qualification: Grade 10 or equivalent. Experience: Appropriate experience in tasks performed in a maintenance workshop within a hospital setting. Appropriate experience of workshop tools. Inherent requirement of the job: A valid (Code B) driver's licence and willingness to travel. Ability to operate and use required tools and equipment skilfully and

		safely. Ability to perform heavy physical labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials. Ability to work in a team and independently. Knowledge of Occupational Health and Safety.
<u>DUTIES</u>	:	(key result areas/outputs): Carry out minor maintenance and repairs tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant equipment and alterations. Assist with the control and requisitioning of material and parts. Clean areas where work has been carried out. Ensure that all tools and materials are available before commencing any tasks. Assist the Artisans in the execution of their respective duties.
<u>ENQUIRIES</u>	:	Mr Willem Roos, tel. no. (021) 440 3192
<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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/252</u>	:	<u>MESSENGER</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate experience in a registry environment. Competencies (knowledge/skills): Good communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Deliver folders and other documents to wards and clinics. Collect of folders from different wards and clinics. Follow up queries of folders. Keep register of all folders delivered. Sorting of all incoming folders at Medical Records. Assist with ad hoc task at Medical records.
<u>ENQUIRIES</u>	:	Ms M. Xontana, tel. no. (021) 938-4512
<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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/253</u>	:	<u>PORTER</u>
		Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience and knowledge of working in a hospital environment. Competencies (knowledge/skills): Good interpersonal and communication skills.
<u>DUTIES</u>	:	(key result areas/outputs): Ensure and effective porter service to clients and management by safe transporting of patients on trolleys and wheelchairs, within various areas in the hospital, assist with the removal of bodies from wards Collecting and delivering of blood specimens, blood hampers and patient folders. Maintenance of equipment by ensuring all equipment are taken care of, ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Maintain sound interpersonal Relations by promoting a conducive working environment. Adhere to dress code and code of conduct.
<u>ENQUIRIES</u>	:	Mr Africa. Tel. no. (021) 799-1206
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/254</u>	:	<u>CLEANER</u>
		West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Lapa Munnik Hospital, Bergriver Sub-district:
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning. Inherent requirement of the

		job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Renders effective, efficient, and safe hygiene and domestic services in Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.
<u>ENQUIRIES</u>	:	Ms. TJ Fredericks, tel. no. (022) 814 0462/ 022 913 1180
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/255</u>	:	<u>FOOD SERVICE AID</u> West Coast District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Radie Kotze Hospital, Bergriver Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate experience in food services in a hospital environment. Inherent requirement of the job: Ability to lift/move heavy objects. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Good communication and interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Render food services. Apply hygiene, occupational health and safety directives. Maintain apparatus and equipment. Support the Human Resources function.
<u>ENQUIRIES</u>	:	Ms. M. De Waal, tel. no. (022) 913 1175
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/256</u>	:	<u>CLEANER</u> Garden Route District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Touwsranten CC, George Sub District
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Physical able to lift and/or move heavy objects and supplies. Competencies (knowledge/skills): Good interpersonal and communication skills (written and verbal). Knowledge of the correct methods of handling and disposal of refuse/waste products and to adhere to policies and cleaning procedures. Knowledge of legislation and policies of the Department of Health and Wellness relevant to cleaning practice. Ability to operate machinery and equipment used in domestic and clinic cleaning services.
<u>DUTIES</u>	:	(key result areas/outputs): General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning clinic grounds, cleaning of windows and walls). Effective and efficient utilization and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Provide optimal support to the supervisor and colleagues with general housekeeping duties and services. Adhere to general hygienic and safe environment in terms of standards and procedures.
<u>ENQUIRIES</u>	:	Ms M Marthinus, tel. no. (044) 814-1100
<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 practical/written assessment. The pool of applicants will be considered for similar vacant posts within the Garden Route District for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025

<u>POST 14/257</u>	:	<u>CLEANER</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-District
<u>REQUIREMENTS</u>	:	Minimum Requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid (Code C1) driver's license and PDP. Willingness to travel. Physically fit and able to lift and load heavy items. Willingness to be on standby and work overtime. Sober habits. Competencies (knowledge/skills): Ability to handle a high work volume and meet strict timelines. Responsible driving skills. Good interpersonal, communication and good organizing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Transporting of staff rendering the service on the dental mobile unit and dental equipment. Maintenance of the dental mobile unit vehicle and equipment. Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg, tel. no. (028) 212-1070
<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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/258</u>	:	<u>2025 DRIVER (LIGHT DUTY VEHICLE)</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Caledon Hospital, Theewaterskloof Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a driver. Inherent requirements of the job: Valid (Code C1) driver's license and PDP. Willingness to travel. Physically fit and able to lift and load heavy items. Willingness to be on standby and work overtime. Sober habits. Competencies (knowledge/skills): Ability to handle a high work volume and meet strict timelines. Responsible driving skills. Good interpersonal, communication and good organizing skills.
<u>DUTIES</u>	:	(key result areas/outputs): Transporting of staff rendering the service on the dental mobile unit and dental equipment. Maintenance of the dental mobile unit vehicle and equipment. Perform administrative duties. Render support function to supervisor and oral health team.
<u>ENQUIRIES</u>	:	Dr RJ Liebenberg, tel. no. (028) 212-1070
<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.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/259</u>	:	<u>CLEANER</u> Overberg District
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Hermanus CDC, Overstrand Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirements of the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Relief duties in other departments. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written). Good interpersonal skills.
<u>DUTIES</u>	:	(key result areas/outputs): Maintain a high standard of neat and hygienic environment in facility as stated in a weekly/daily/quarterly and six-monthly schedule according to IPC Policy. Maintaining of cleaning and maintenance of equipment. Ensure the correct waste containers are used according to the correct waste. Effective and correct handling of suppliers, equipment and cost-effective use of resources/consumables. Give support during outreaches and campaigns.
<u>ENQUIRIES</u>	:	Mr DJ Smith, tel. no. (028) 313-5700

<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 practical test.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/260</u>	:	<u>GENERAL WORKER STORES (6/8TH)</u>
<u>SALARY</u>	:	R103 866 (6/8th) per annum
<u>CENTRE</u>	:	Valkenberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic Literacy and numeracy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirement of the job: Must be physically fit and healthy to lift heavy items daily (some weight 50kg per item). Competencies (knowledge/skills): Good communications, interpersonal skills and able to work under pressure. Ability to work independently and in a team.
<u>DUTIES</u>	:	(key result areas/outputs): Issue/deliver stock to wards and other departments. Ensure issue vouchers are returned to the warehouse to capture and file. Assist clerk with the receipt, pack, unpack and storage according to the standards. Rotate store stock (first in, first out). Assist SCM staff with stock take, general office duties. Keep warehouse clean, neat, and tidy to comply with safety regulations.
<u>ENQUIRIES</u>	:	Ms B Mostert, tel.no. (021) 826 5919
<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 similar vacant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/261</u>	:	<u>MEDICAL OFFICER GRADE 1 TO 3 (SESSIONAL) (ANAESTHESIOLOGY) (20 HOURS P/WEEK)</u> (Contract Until 31 March 2026) Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R482 per hour Grade 2: R5550 per hour Grade 3: R636 per hour
<u>CENTRE</u>	:	Victoria Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with a Professional Council: Registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: Grade 1: None after registration as a 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 a 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 a 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 recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to work in a team and with all levels of staff. Interest in developing an academic career. Appropriate experience in Anaesthesia as aligned with obtaining a DA or be registered to write a DA.
<u>DUTIES</u>	:	(Key result areas/outputs): To deliver comprehensive anaesthesia and critical care services to patients in theatre and in the intensive care unit at Victoria

		Hospital. This would include the following roles: Pre-operative, intraoperative and post-operative anaesthetic management of surgical patients. Delivering critical care to surgical ICU patients. Teaching and training. Management duties such as statistics, presentations and research. Hours: Sessionist Medical officer post comprising of 20 hours a week. This will include day shifts and afterhour shifts.
<u>ENQUIRIES</u>	:	Dr Z Fullerton, tel. no. (021) 799-1170
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for the post.
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/262</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (OTORHINOLARYNGOLOGY) (12 SESSIONS)</u> (Contract Until 31 March 2026)
<u>SALARY</u>	:	Grade 1: R646 per hour Grade 2: R737 per hour Grade 3: R853 per hour
<u>CENTRE</u>	:	Tygerberg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Otorhinolaryngology. Registration with a Professional Council: Registration with the HPCSA as Medical Specialist Otorhinolaryngology. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Otorhinolaryngology. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Otorhinolaryngology. Competencies (knowledge/skills): Ability to render high quality surgery for Tertiary and Secondary Otorhinolaryngology Head and Neck patients. Ability to render high quality surgery for pertinent elective otorhinolaryngology surgery. Ability to initiate own research projects and supervise research projects. Ability to render high quality teaching and training in ENT to registrars, medical officers, interns, medical students and other health care workers. Involvement in academic activities of Otorhinolaryngology Department. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. High level of competencies in the field of secondary, tertiary, elective, and emergency ENT surgery. This would include Head and Neck surgery.
<u>DUTIES</u>	:	(key result areas/outputs): Definitive care of ENT patients and quality assurance of clinical services in ENT. Deal with expected share of patient workload per day, providing the best possible level of care and resulting in satisfied patients. Support more junior staff in their patient management. Leading and participating in assessment and definitive care of ENT cases. Teaching and training. Informal teaching in the clinical areas and OR. Formal lectures, seminars and tutorials. Participates in the academic program, congresses, and workshops. Research and data capture. Supervision of data collection. Data management and reporting of data audits. Creating opportunities for research and data utilization for MMed studies. Writing articles for publication. Clinical governance and administrative management. Supervision and performance of administrative tasks, related to submission of reports, statistics, data collection, staff administration and medico-legal documentation. Clinical governance of ENT surgery. -Training Workshops, Courses and Congresses of highest possible standard to provide Continuing Medical Education for GP's, ENT trainees and qualified Specialists.
<u>ENQUIRIES</u>	:	Dr J Grobbelaar, tel. no. (021) 938- 9318
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	Candidates who are not in possession of the 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 registration as Medical Specialist in Otorhinolaryngology with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025
<u>POST 14/263</u>	:	<u>CLINICAL TECHNOLOGIST GRADE 1 TO 3: CARDIOLOGY (SESSIONAL)</u> <u>(6 HOURS PER WEEK)</u>
<u>SALARY</u>	:	Grade 1: R262 per hour Grade 2: R306 per hour Grade 3: R358 per hour
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist: Cardiology. Registration with a Professional Council: Registration with HPCSA as a Clinical Technologist: Cardiology. Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years' relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Competencies (knowledge/skills): Ability to work independently, without supervision and work within a group with all levels of staff. Above average academic record, work record and managerial abilities. Appropriate experience in clinical technology within the field of cardiology including in-service training at a registered training facility. Experience in Echocardiography, Cardiac Catheterization and Cardiac Pacing. Good communication skills (verbal and written).
<u>DUTIES</u>	:	(key result areas/outputs): Required to work in the various specialized areas in the unit on a rotational basis (Cardiac catheterization laboratory, pacemaker clinic, echocardiography laboratory, Holter analysis). To perform high quality and efficient cardiology service by providing specialized clinical technology support in all areas of non-invasive and invasive cardiology.
<u>ENQUIRIES</u>	:	Mr M Govender, tel no. (021) 404 4094/5.
<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 who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<u>CLOSING DATE</u>	:	13 May 2025