



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2023

DATE ISSUED 15 SEPTEMBER 2023

### 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](http://www.thensg.gov.za).

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 02 October 2023
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or <https://westerncapegov.erecruit.co>. will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, 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). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 33/350** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 47/2023**
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), all-inclusive salary package  
: Department of Agriculture, Western Cape Government  
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.
- DUTIES** : Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).
- ENQUIRIES** : Dr I Trautmann Tel No: (021) 808 5012

## 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.*

**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 33/351** : **MANAGER: MEDICAL SERVICES GRADE 1**  
Chief Directorate: Metro Health Services

**SALARY** : R1 288 095 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE REQUIREMENTS** : Khayelitsha District Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a healthcare environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience in managing clinical and allied health services.

**DUTIES** : Strategic and operational management of the Health Services in the Khayelitsha hospital. Management and governance of clinical and clinical support services/allied health services. Effective, efficient, and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Display competence, accountability, innovation, responsiveness etc. in mitigating service pressures as determined by rampant social determinants of health in Khayelitsha. Coordinate the provision of clinical services at the hospital including forensic services. Involved in training and development and research support. Forge good relations with other key role-players/stakeholders internally and externally; nursing, facilities management, and ensure good management of all consultants as well as PHC, CBS/NPOs/Step down facilities and support COPC approach and work towards strengthening DH system.

**ENQUIRIES APPLICATIONS** : Mr D Binza Tel No: (021) 360-4520  
: applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

**CLOSING DATE** : 06 October 2023

**POST 33/352** : **REGISTERED COUNSELLOR**  
West Coast District

**SALARY** : Grade 1: R645 129 per annum  
Grade 2: R734 811 per annum  
Grade 3: R829 668 per annum  
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Bergriver Sub-district  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years of appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as

Counsellor. **Grade 3:** A minimum of 16 years of appropriate experience as a Counsellor after registration with the Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend and conduct meetings and training sessions. Competencies(knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e., MS Word, PowerPoint, and Excel). Knowledge and application of regulations, policies, and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. 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-pressure environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

**ENQUIRIES** : Ms ME Ramokgadi Tel No: (022) 913-3062  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Shortlisted 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 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.

**CLOSING DATE** : 06 October 2023

**POST 33/353** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**  
 Chief Directorate: Metro Health Services

**SALARY** : R627 474 (PN-B3) per annum  
**CENTRE** : Saxonsea Community Day Centre (X1 Post)  
 Protea Park Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum educational qualifications: 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 qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth

		knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols, and control of budget levels. Computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance, and facilities management.
<b><u>ENQUIRIES</u></b>	:	Ms LM Appolis Tel No: (021) 202-0933
<b><u>APPLICATIONS</u></b>	:	applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>POST 33/354</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R497 193 (PN-A5) per annum
<b><u>CENTRE</u></b>	:	Sonstraal Hospital (West Coast TB Complex)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. (Experience: A minimum of 7 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g., Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict-resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook.
<b><u>DUTIES</u></b>	:	Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research, and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards, and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human, and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.
<b><u>ENQUIRIES</u></b>	:	MS N Liebenberg Tel No: (021) 815-8340
<b><u>APPLICATIONS</u></b>	:	applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>POST 33/355</u></b>	:	<b><u>CHIEF ARTISAN GRADE A</u></b> Electrical (MV 11Kv +LV 400v+N)
<b><u>SALARY</u></b>	:	R434 787 per annum
<b><u>CENTRE</u></b>	:	Tygerberg, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate. With Red Seal. Experience: A minimum of at least 10 years of appropriate experience after obtaining a Trade Certificate as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience. Experience on MV+LV maintenance and switching. Together with Portfolio of Evidence. Experience in generator maintenance. Inherent requirements of the job: Good communication skills in at least two of the three official languages of the Western Cape. Willingness to work overtime and perform standby duties after-hours, weekends and public holidays should the need arise. Must be physically

		fit to perform duties as required. Valid Code (B/EB/EC1) driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHS Act and other legislative frameworks. Training of staff on HV Maintenance and HV Switching. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr ID Fortuin Tel No: (021) 938 4236
<b><u>APPLICATIONS</u></b>	:	applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>POST 33/356</u></b>	:	<b><u>LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 (PN-D1) per annum Grade 2: R528 696 (PN-D2) per annum
<b><u>CENTRE</u></b>	:	Western Cape College of Nursing (based at Metro Campus)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Mental Health Nursing, Critical Care Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years of appropriate/recognisable nursing experience 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 Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written and verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making / problem-solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
<b><u>ENQUIRIES</u></b>	:	Dr Y Magerman Tel No: (021) 684-1202
<b><u>APPLICATIONS</u></b>	:	applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.

- CLOSING DATE** : 06 October 2023
- POST 33/357** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**  
Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum  
Grade 2: R528 696 (PN-B2) per annum
- CENTRE** : Klipfontein/Mitchell's Plain Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of 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/recognizable experience in Occupational Health. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills): Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that govern Occupation Health and Safety. Computer literacy skills (Microsoft Office).
- DUTIES** : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the substructure. Support the implementation of immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the substructure. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.
- ENQUIRIES** : Ms N Raymond Tel No: (021) 815-9986/ or email; Natasha.raymond@westerncape.gov.za
- APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Occupational Health Nursing with the South African Nursing Council.
- CLOSING DATE** : 02 October 2023
- POST 33/358** : **CLINICAL NURSE PRACTITIONER (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**  
Garden Route District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum  
Grade 2: R528 696 (PN-B2) per annum
- CENTRE** : George Sub-district Primary Health Care Clinics, and Harry Comay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and

Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Basic computer skills in MS Word, Excel, and Outlook. Relevant knowledge, skills and experience in training and practical mentorship.

**DUTIES** : Training needs analysis of health science professionals and health workers. Planning and coordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and coordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.

**ENQUIRIES APPLICATIONS** : Ms MJF Marthinus Tel No: (044) 814-1100  
: applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. 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, and Treatment Care.

**CLOSING DATE** : 06 October 2023

**POST 33/359** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X4 POSTS)**  
George Sub-district, Garden Route District

**SALARY** : Grade 1: R431 265 (PN-B1) per annum  
Grade 2: R528 696(PN-B2) per annum

**CENTRE** : Pacaltsdorp CDC (X1 Post)  
Thembaletu CDC (X2 Posts)  
Parkdene CC (X1 Post)

**REQUIREMENTS** : 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. Post-basic nursing qualification with a duration of at least one year Diploma in Clinical Nurse 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 of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of 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 after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies knowledge/skills: NIMART training or experience. Communication skills in at least two of the



three official languages of the Western Cape. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

**DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding communities.

**ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. 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, and Treatment Care.

**CLOSING DATE** : 06 October 2023

**POST 33/360** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R431 265 (PN B1) per annum  
Grade 2: R528 696 (PN B2) per annum

**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : 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. A post-basic nursing qualification with a duration of at least 1 year in Medical Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of 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 Psychiatric Nursing Science after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem-solving and decision-making. Leadership towards the realisation of strategic goals and objectives of the Mental health unit.

**DUTIES** : Use expert knowledge and skills to ensure quality appropriate patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health Service. Support the unit manager/Operational manager in the coordination, organising and control of the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

**ENQUIRIES** : Ms L K de Goede Tel No: (044) 802-4352  
**APPLICATIONS** : applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

- CLOSING DATE** : 06 October 2023
- POST 33/361** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
- SALARY** : R424 104 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Information Management and/or Finance. Experience: Appropriate experience in Information Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem-solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership, and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management.
- DUTIES** : Effectively and efficiently provide leadership and manage in the Information Management section in the Finance Directorate, to achieve its goals, objectives, and targets by providing interpretation, application and ensure compliance with all policies, regulations, prescripts, and instructions. Utilize available technology to meet the requirements of an ever-changing healthcare environment. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e., Provincial and National levels. Manage the performance, training, and development of staff in the Information Management department. Manage the production of relevant, timeous, and accurate operational reports.
- ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3248  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : A competency test will form part of the selection process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 06 October 2023
- POST 33/362** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**  
 Chief Directorate: Metro Health Services
- SALARY** : R424 104 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint).
- DUTIES** : Facilitate, coordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with HR Compliance. Monitoring Instrument (HR CMI) HR Audit

Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

**ENQUIRIES** : Ms P Kana Tel No: (021) 826 5789  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : Shortlisted candidates may be requested to complete a practical test.  
**CLOSING DATE** : 06 October 2023

**POST 33/363** : **EMS STATION MANAGER GRADE 3 TO 6**  
Emergency Medical Services

**SALARY** : Grade 3: R359 691 per annum  
Grade 4: R434 649 per annum  
Grade 5: R508 896 per annum  
Grade 6: R656 179 per annum

**CENTRE** : EMS, Garden Route, George  
**REQUIREMENTS** : Minimum educational requirements: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3-years' experience after registration with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, CCA or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Good communication and interpersonal skills. Report writing skills.

**DUTIES** : Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES** : Mr L Nankoo Tel No: (044) 802-2515  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 02 October 2023

**POST 33/364** : **SENIOR ADMIN OFFICER: INFORMATION MANAGEMENT**

**SALARY** : R359 517 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in database management with Budgeting Principals and Planning. Appropriate experience in business management technical support to medical/ senior/ executive management. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): ETL (extract, transfer, and load) experience of Public Service Information data sources e.g., Database Management, Cost Centre, and Business Unit principles; Business Intelligence, Vulindlela -BAS. Public Service Lean Management principles, Cost Centre Management and Business Management technical support. Technical skills to support managers and their teams with various projects; meeting presentations; Seven C projects, i.e., Advanced MS Excel Skills; MS Word; MS PowerPoint; MS Teams; MS SharePoint tools, MS Access, and publishing to Power BI as an added advantage.

**DUTIES** : Database development and maintenance of Business Management reporting mechanisms to medical managers and head of departments. Develop and maintain reporting mechanisms of integrated compliance tools and hospital frameworks. Technical support to medical managers and their teams with FBU Reports; and meeting presentations. Timely distribution of Business Management to Cost Centre level reports, reflecting monthly trends for expenditure, including budgets and variances. Develop electronic data collection tools to report on manual data; Seven C project decision-making process and data track progress and the maintenance thereof. Support in various initiatives to assist with technical support i.e., data and or monitoring reports and new projects.

**ENQUIRIES** : Ms A Bezuidenhout Tel No: (021) 404-3248  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 October 2023

**POST 33/365** : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**  
West Coast District

**SALARY** : R359 517 per annum  
**CENTRE** : West Coast District Office  
**REQUIREMENTS** : Minimum educational qualifications: An appropriate 3-year National Diploma/B-Degree in Safety Management or Occupational Health & Safety Environmental Management or any other relevant qualification. Registration with a professional council: Registration with the South African Institute of Occupational Safety and Health (SAIOSH) (as Technical/Graduate/Chartered). Experience: Appropriate knowledge and experience in Occupational Health & Safety. Inherent requirements of the job: Ability to communicate in 2 of the 3 official languages of the Western Cape. Valid driver's licence (Code B/EB). Willingness to work after hours, travel and meet the operational requirements. Sleep out/over in the district and extensive driving. Competencies (knowledge/skills): Excellent communication with the community and other stakeholders' engagement and facilitation skills as well as the ability to work in a team across service platforms. Knowledge of relevant legislation, and policies incl. Health care 2030. Understanding of the OHS Act 1993 and related regulations. Excellent planning and organizational skills in OHS. Computer Proficiency (MS Office (Word, MS Excel MS PowerPoint, email). Communication skills (written and verbal). Statistical analysis and analytical skills. Presentation and facilitation skills. Creativity, self-motivation, and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritize and organize work and to exercise self-discipline. Ability to work independently without supervision.

**DUTIES** : Promotion of a safe health care environment through monitoring and management of the occupational health and safety risks within the district. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Education and training within areas of control. Ensuring effective administration

of occupational health and safety activities. Continuous Professional Development.

**ENQUIRIES** : Ms E Van Ster Tel No: (022) 487-9269

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

**NOTE** : No payment of any kind is required when applying for this post. You will be required to do a practical computer exercise.

**CLOSING DATE** : 06 October 2023

**POST 33/366** : **DRG COSTING SPECIALIST (X2 POSTS)**  
Directorate: Management Accounting

**SALARY** : R359 517 per annum

**CENTRE** : Head Office, Cape Town (based at Stikland Hospital)

**REQUIREMENTS** : Minimum educational qualification: A health-related four-year National Diploma or three-year Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management and/or Activity Based Costing in South Africa. Appropriate organizational knowledge and experience in ICD-10 coding. Appropriate experience with using the Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, and Access. Skills in Research and analytical thinking, the ability to analyse information, solve problems and prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures.

**DUTIES** : Perform normative costing and activity-based costing of high volume and high resources services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess service utilization to meet the comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record-keeping and general office and ad-hoc duties.

**ENQUIRIES** : Ms S Daniels Tel No: (021) 940-4456

**APPLICATIONS** : applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.

**CLOSING DATE** : 02 October 2023

**POST 33/367** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**  
Overberg District

**SALARY** : R359 517 per annum

**CENTRE** : Overberg District Office

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree Finance related. Experience: Appropriate experience in Finance, Revenue and NPI payments and expenditure management. Appropriate experience in budget, Revenue and expenditure control. Appropriate experience in the management of Asset and Liability Accounts and Debt management. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS as well as good organisational, managerial, and leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (Excel, BAS, Clinicom

- and Account Receivable). Knowledge of the Public Financial Management Act (PFMA), and National and Provincial Treasury Regulations.
- DUTIES** : Responsible for the overall management of all Finance, Revenue and NPI Management functions and ensuring the effective and efficient application of policies and processes within the Overberg District. Responsible for effective expenditure control, budget allocations and management. Responsible for Payment and journal authorization in respect of Revenue and NPI's and all other suppliers. Preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clear Asset and liability accounts and Debt Management. Monitor and Evaluation of Revenue and NPI's within the Overberg District. Supervision of Staff and Admin support.
- ENQUIRIES** : Ms P Lamohr Tel No: (028) 214-5839  
**APPLICATIONS** : applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 October 2023
- POST 33/368** : **ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)**  
 Chief Directorate: Metro Health Services
- SALARY** : R202 233 per annum  
**CENTRE** : Western Cape Rehabilitation Centre, Mitchells Plain  
**REQUIREMENTS** : Minimum educational requirements: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Patient Administration in an Admission environment. Appropriate experience in Clinicom and Cashiers. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Good interpersonal skills. Good computer literacy in Outlook & Word and knowledge/skills in Excel. Knowledge of Hospital Fees Memorandum 18, PFMA, UPFS, and Finance Instructions. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Willingness to interact/work with people with physical and mental disabilities.
- DUTIES** : Render an administrative support service to patients, public, the supervisor and staff. Assess patients in accordance with Hospital Memorandum 18, UPFS manual and related Finance instructions. Responsible for effective revenue collection, which includes receipt of money, issue of receipt, banking of deposit, capture deposit close-off and journals in BAS, issue of accounts and safekeeping of patient's valuables. Responsible for folder management, which includes completion and processing of folders. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom and report all MVA's / WCA cases to the AFCT hotline.
- ENQUIRIES** : Mr S Mathee Tel No: (021) 370-2303  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 October 2023
- POST 33/369** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
 Central Karoo District
- SALARY** : R202 233 per annum  
**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirements of the job: Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL. Good communication skills.
- DUTIES** : Perform all administrative 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 pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations, and circulars and maintain registers, i.e., PILIR, RWOPS, Appointments, Service Terminations, and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management, and members of the Public regarding Human Resource and Personnel matters and effective support service to Supervisor, i.e., relief duties, and attending meetings.

**ENQUIRIES** : Mr EJ Jewel Tel No: (023) 414-8291  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 October 2023

**POST 33/370** : **ADMINISTRATION CLERK: SUPPORT QUALITY ASSURANCE**  
 Chief Director: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Quality Assurance in the Public Service. Appropriate Experience in administrative work within a hospital setting. Appropriate Secretarial experience. Appropriate experience in Ideal hospital realization and maintenance framework. Inherent requirement of the job: Communication skills, written and verbal in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices in the Public Service. Ability to work under pressure and to meet deadlines. Willingness to work overtime when necessary and assist in other departments when required. Exceptional typing skills must be able to type at a speed of at least 50 words per minute, high accuracy. Computer Literacy in MS Word, MS Excel and MS PowerPoint, as well as proof of formal training in these. Must be able to work independently and should be able to take initiative. Proven data-capturing experience.

**DUTIES** : Forensic post-mortem examinations, completion of all investigations and documentation in relevant cases, and oral evidence in post-judiciary proceedings related thereto. Active participation in Continuous Professional Development activities of the Clinical forensic practitioners in the district/province. Active participation in the teaching and training activities of the Clinical forensic practitioners in the district and Metro East. Assist with teaching and training programmes related to forensic pathology personnel and other participating stakeholders. Partake in relevant death review programmes. Assist the Head Clinical Unit in the Managerial activities and with the supervision of the clinical and administrative components within the Region.

**ENQUIRIES** : Mr N Benting Tel No: (021) 826-5803  
**APPLICATIONS** : applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.  
**CLOSING DATE** : 06 October 2023

**POST 33/371** : **SECRETARY**  
 Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate with typing or Computing or Computer Applications Technology as a major subject. Experience: Appropriate secretarial-related experience, preferably in a hospital environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Proficient interpersonal, written, and verbal communication skills. Planning and organising skills. Ability to work and provide outcomes timeously. Ability to function individually and as part of a team. Computer proficiency (MS Office including Word, Excel, Outlook/email).

**DUTIES** : Provide office management and secretarial support to the office of the Chief Executive Officer. Document management. Record keeping. Provide Secretarial support for meetings. Coordinate bookings and preparation of meeting venues.

**ENQUIRIES APPLICATIONS** : Ms W Sonnie Tel No: (021) 508-7401  
: applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 06 October 2023

**POST 33/372** : **ARTISAN ASSISTANT: PLUMBING**

**SALARY** : R171 537 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in the Plumbing field. Inherent requirements of the job: Must be willing to do standby studies and work overtime. Good communication in two of the three official languages of the Western Cape Province. Competencies (knowledge/skills): Ability to work independently under pressure. Ability to plan (be pro-active, work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

**DUTIES** : Perform general plumbing duties and maintenance, effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock drains, toilets, basins, and sluices, assist artisans in the performance of their duties and clean areas where work has been carried out. Detect and repair faults in the working environment, complete and return requisitions, and assist in ordering and controlling the workshop, materials, and tools. Assist other departments when required. Assist in supervising and training interns/apprentices.

**ENQUIRIES APPLICATIONS** : Mr. A.K Mgcodo Tel No: (021) 404-6251  
: are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 06 October 2023

**POST 33/373** : **HEALTH PROMOTER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R171 537 884 per annum

**CENTRE** : Scottsdale Community Day Centre (X1 Post)

Ruyterwacht Community Day Centre (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy.

**DUTIES** : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with the community's health co-ordinating structures, departments, local government and other stakeholders to promote an integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep an effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

**ENQUIRIES** : Ms A Mullins Tel No: (021) 810-8121

**APPLICATIONS** : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-Structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Mr J Adams

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

**CLOSING DATE** : 06 October 2023



**POST 33/374** : **FOOD SERVICE AID**  
Chief Directorate: Rural Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardized recipes. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Incumbents must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Ability to do work of a physical nature. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP, and safety principles. Ability to maintain good interpersonal skills. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner, or Assistant Chef will be an added advantage. Ability to function within a team and work under pressure.

**DUTIES** : Preparation and production of all normal and therapeutic diets in accordance with the WCG Food Service Policy. Follow standardised WCG Receipts and Menus. Weighing, dishing and distribution of food to various wards. Clean and maintain the kitchen area and equipment as well as adhere to health and safety regulations. Dress according to Departmental specifications and adhere to Hospital / WCG Policy. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms D Koen Tel No: (021) 860 2546  
**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7621.  
**FOR ATTENTION** : Mr K Cornelissen  
**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.

**CLOSING DATE** : 06 October 2023

**POST 33/375** : **GROUNDSMAN**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : False Bay Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate applicable hospital experience in gardening and grounds maintenance. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (Knowledge/Skills): Ability to function independently as well as in a team set-up. Good written and communication skills.

**DUTIES** : To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens, and lawns. Apply and maintain quality and risk. Maintain apparatus and equipment. Support Assistant Artisan with the maintenance and repairs of the building, as required.

**ENQUIRIES** : Ms L Shoosmith Tel No: (021) 832 5211  
**APPLICATIONS** : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.  
**FOR ATTENTION** : Ms L Shoosmith  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 October 2023

**POST 33/376** : **HOUSEHOLD AID (X2 POSTS)**  
West Coast District

**SALARY** : R125 373 per annum  
**CENTRE** : Swartland Hospital, Swartland Sub-district  
**REQUIREMENTS** : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environments. Inherent

requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy objects and work at heights requiring the use of a stepladder. 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.

**DUTIES** : Renders effective, efficient, and safe hygiene and domestic services in the 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.

**ENQUIRIES** : Ms L Julius Tel No: (022) 487-9304  
**APPLICATIONS** : The District Director: Westcoast District Office, Private Bag X02, Malmesbury,7300.

**FOR ATTENTION** : Ms C Julius  
**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 06 October 2023

**POST 33/377** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R125 373 per annum  
**CENTRE** : Valkenberg Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in cleaning and waste management. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Physically ability to lift heavy objects. Competencies (knowledge/skills): Literacy and numeracy skills. Good communication skills. Knowledge of collection of waste, waste handling, waste segregation and waste disposal. Knowledge of Occupational Health and Safety and Infection Control policies.

**DUTIES** : Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent the spread of infection and injuries which includes sweeping, scrubbing, mopping floors, dusting, emptying bins, and cleaning windows. Ensure that cleaning equipment, e.g., polishing and scrubbing machines, mops, brooms, and buckets are clean after use and securely stored. Provide a support service to nursing and all wards in the collection, handling, segregation and disposal of various waste products at Karl Bremer Hospital. Correct handling and disposal of waste and medical waste. Daily transportation of general and medical waste using waste trolleys. Ensuring safe storage of waste containers and keeping an inventory of waste containers in a lockable storeroom. Assist with transportation of waste with vehicles when required and provide general support to supervisor.

**ENQUIRIES** : Mr C Rhodes Tel No: (021) 918-1976  
**APPLICATIONS** : Karl Bremer Hospital Nurses Home, 1st Floor, c/o Frans Conradie and Mike Pienaar Boulevard, Bellville, 7535

**FOR ATTENTION** : Mr G Tilling  
**NOTE** : No payment of any kind is required when applying for this post.

**CLOSING DATE** : 06 October 2023