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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 35 OF 2023

DATE ISSUED 29 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.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- 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** : 16 October 2023
- NOTE** : 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 35/203** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER) REF NO: EADP 38/2023**
- SALARY CENTRE** : R1 371 558 per annum (Level 14), all-inclusive salary package
Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Bachelor of Commerce in Accounting (B Comm) Degree (NQF level 7) as recognised by SAQA; Minimum of 5 years' experience at senior managerial level in finance; a valid driver's license; and Public Service SMS Pre-Entry Programme: Note: A requirement for appointment is the successful completion of the Senior Management Pre-entry Programme for entry in the Senior Management Service (SMS). This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Registered Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA). Competencies: Process Competencies Knowledge Management Service Delivery Innovation Problem Solving and Analysis Client Orientation and Customer Focus Communication Skills: Interpret and apply relevant policies and procedures Human resource planning Problem analysis and problem solving skills Sound Budgeting skills Facilitation Skills Presentation Skills Personal attributes: A highly developed interpretive and conceptualization/formulation ability; The ability to render advice and guidance in an objective yet dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; The ability to persuade and influence; The ability to handle conflict; The ability to lead and direct teams of professionals and service provider.
- DUTIES** : Strategic Capability & Leadership (incl Change Management): Translate the vision for the organisation into Chief Directorate goals. Develop and

implements strategies for the Chief Directorate. Align programmes and operational support. Participate in the departments strategic planning processes. Monitoring and ensure compliance with relevant legislation. Evaluate the performance of the Chief Directorate against pre-determined objectives. Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme & Project Management (Line Functions): Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, incl. possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact. Perform duties of Chief Financial Officer for the Department – Provide Strategic management, guidance and advice to ensure the establishment and implementation of sound financial management accounting, procurement, provisioning and internal control systems and processes for the department in compliance with relevant legislative requirements which inter alia includes the following: Oversee financial planning, budgeting, forecasting and reporting and financial accounting services for Department Oversight over public entities – CapeNature Report on and monitor adherence to Public Finance Management Act Evaluate revenue and expenditure reports; Reporting to Executive Authority. Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes. Ensures that budgets are aligned to the strategic objectives of the chief directorate. Compile and manage budgets. Control cash flow. Institute risk management and administer tender procurement process. Takes ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility. Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. People Management: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals. Manage and coordinate personnel provisioning. Motivate, train and guide staff within the chief directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate. Promotion of sound labour relations; Diversity management. Clients and Liaising: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO's; Local Municipalities.

ENQUIRIES : Mr Gerhard Gerber Tel No: (021) 483 2787

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

OTHER POSTS

POST 35/204 : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2) (HOSPITAL)**
Garden Route District

SALARY : R930 747 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Harry Comay Hospital

REQUIREMENTS : 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to be on call and available for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management and Financial Management. Ability to communicate verbally and in writing in at least two of the official languages of the Western Cape and the ability to work on MS packages (Word, Excel, PowerPoint and Outlook).

DUTIES : Provide strategic management and leadership within the nursing component of Harry Comay Hospital and Uniondale. Provide Clinical Governance and manage quality assurance and improvement of nursing care. Manage financial resources and consumable resources for the designated areas. Manage Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development.

ENQUIRIES : Dr Z North Tel No: (044) 814 1126

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.

CLOSING DATE : 20 October 2023

POST 35/205 : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Chief Directorate: Metro Health Services

SALARY : R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in a Financial Management or Supply Chain Management field. Experience: Extensive experience that focuses on the Key Performance Areas (KPA's) of the post. Appropriate previous experience in a supervisory or managerial position. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of relevant Financial and SCM prescripts. Knowledge of departmental policies and procedures. Computer literacy (Excel spreadsheets, report writing and drafting of Word documents, MS PowerPoint presentations). Excellent communication and presentation skills. An analytical approach to work, problem-solving skills and initiative.

DUTIES : Responsible for the budget control and monitoring of expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to finance and supply chain policies, PFMA and regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain Management indicators and performance. Provide oversight and management of professional support services in the sub-structure. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Mr JA Kruger Tel No: (021) 360 4622

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 20 October 2023

POST 35/206 : **ASSISTANT MANAGER NURSING: GENERAL (NIGHT DUTY)**
Chief Directorate: Rural Health Services

SALARY : R627 474 (PN- A7) per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : 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 and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucher. Experience: A minimum of 8 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, standby and weekend cover for nursing and travel to attend official meetings and/or training. Deputising for the Deputy Manager Nursing: Head of Nursing and willingness to act for another member of the Nurse Management team. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery in a rural regional hospital environment. Demonstrates a clear understanding of Infection Prevention Control, Occupational Health and Safety, and Risk Management – including Ideal Facility and the Office of Health Standard Compliance. Ensure that clinical nursing practices are rendered by the nursing team and promote quality of nursing care as directed by the scope of practice and standards. Managerial and leadership skills and values: integrity, innovative visionary, catalyst for change, self-awareness and confidence, delegation, accountability, problem-solving and decision making, conflict resolution, interpersonal and communication skills. Very knowledgeable and demonstrates a good understanding of People Management (Human Resource Management). Demonstrates a good understanding of financial policies and practices. Knowledgeable about relevant legislation pertaining to labour relations, nursing legislation, related legal and ethical nursing practices, and relevant public sector policies and protocols. Computer Literacy in MS Word, Excel, PowerPoint and Outlook.

DUTIES : Overall coordination, implementation and monitoring of the strategic objectives of nursing, the facility and the Department of Health. Effective management and coordination of quality nursing care within set standards and within legal and professional frameworks. Manage and facilitate both human resources and financial aspects related to the are being managed. Management of information through the collection and analysis of data, report writing and development and implementation of relevant interventions. Policy development and implementation.

ENQUIRIES : Ms RM Bezuidenhout Tel No: (023) 348 1104
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.
CLOSING DATE : 20 October 2023

POST 35/207 : **INDUSTRIAL TECHNICIAN PRODUCTION (X-RAY/ IMAGING WORKSHOP)**

SALARY : R424 104 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: National Diploma (T- N- or S- Stream) or a B-Tech degree (or equivalent) in Electronic Engineering. Experience: Appropriate experience in the repair and maintenance of medical Imaging equipment in a Clinical Engineering environment and be willing to be trained in-house on an ongoing basis. Inherent requirements of the job: Good written and verbal communication in at least two of the three official languages of the Western Cape. Candidate must have the ability and experience to repair electronic imaging equipment by making use of test equipment, i.e., a multi-meter and QA equipment. Active interest in Medical Imaging Equipment and repair and servicing thereof. Willing and able to perform physically challenging work. Willing to do all work allocated to you by Clinical Engineering management and even work in different workshops within Clinical Engineering if so, required from time to time. Willing to work overtime (Normal working hours will be between 07:30 and 16:00). Competencies (knowledge/skills): Proven ability in fault-finding and repair of medical Imaging equipment. Including, but not limited to, X-ray machines, ultrasound units and other equipment maintained by Clinical Engineering. Candidate must have the ability to manage, plan and organise maintenance schedules on medical equipment.

		Knowledge of the Occupational Health and Safety Act. Computer literacy (including Excel and Word).
<u>DUTIES</u>	:	Liaise with clients and colleagues with regard to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising work and agreeing to the allocation of work due to operational requirements as determined by Clinical Engineering management. Write reports and assist with the drafting of specifications. Carry out maintenance, preventative maintenance, repairs and installation of related medical equipment. (Could be after hours or at weekends). Keep up-to-date records of equipment and activities including acceptance testing, marking, and tracking. Ensure compliance with the Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr JD du Preez/ Ms M Rossouw Tel No: (021) 938-4634
	:	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 test on the day of the interview.
<u>CLOSING DATE</u>	:	20 October 2023
<u>POST 35/208</u>	:	<u>ASSISTANT DIRECTOR: FINANCE (SUPPLY CHAIN/REVENUE/PATIENT ADMIN/INFORMATION MANAGEMENT)</u> Cape Winelands Health District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Robertson /Montagu Hospitals and Sub-district, Langeberg Sub-district
	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration, Supply Chain, and Information management. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours when required. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Advanced computer skills in MS Office (MS Word, Excel, PowerPoint, and Outlook). Good written and verbal communication skills and good management and supervisory skills. Ability to meet needs and recognize and respond to problematic matters and ability to work independently and as part of a team.
<u>DUTIES</u>	:	Strategic and Operational Management of Finance and/or Supply Chain Management. Strategic and Operational Management of Revenue and Patient Administration. Strategic and Operational Management of the Case Manager Services. Strategic and Operational Management of Information Management. Management of Line functions and support to Medical Manager, Department heads and Primary Health services Manage contracts administration related to hospitality services, and estate management including gardening services, security, registries, and staff accommodation.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Beyers Tel No: (023) 626-8543
	:	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.
<u>CLOSING DATE</u>	:	20 October 2023
<u>POST 35/209</u>	:	<u>ASSISTANT DIRECTOR: HEALTH SUPPORT</u> Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum
	:	Directorate: Service Priorities Coordination
	:	Minimum educational qualification: An appropriate 4-year degree or Diploma in a Health-Related Field or equivalent. Experience: Appropriate experience in public health management and/or programme development and community and/ or primary health care services and management thereof. Inherent requirement of the job: Valid Driver's licence. Good written and communication skills in at least two of the three official languages of the Western Cape. Willingness to travel to the districts and national offices. Competencies (knowledge/skills): Computer literacy. Project management, Administrative, Research and Financial Management Skills. Analytical and problem-solving skills. Knowledge and application of regulations, policies, procedures and

- indicators relevant to health programmes. Understanding of the District Health System.
- DUTIES** : Manage and coordinate a high-burden and high-priority health programme. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the implementation of optimal health control policies and strategies in the province. Develop policies and guidelines with respect to the planning, implementation and monitoring of a provincial prevention, treatment and control programme. Produce quarterly reports and annual reviews of health programmes. Participate as a key member of the Service Priority Project Team as required to give effect to a health systems response.
- ENQUIRIES APPLICATIONS** : Ms N Henney or Dr N Firfirey Tel No: (021) 815-8804
: 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 will be subjected to a practical assessment.
- CLOSING DATE** : 20 October 2023
- POST 35/210** : **PROJECT ADMINISTRATOR**
Directorate: Information Technology
- SALARY** : R359 517 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum requirements: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Project Management environment. Inherent requirements of the job: Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): An understanding of ICT and other relevant WCG legislation and policies. An understanding of ICT Governance. A high level of computer literacy (Advanced MS Office). Ability to work cooperatively with colleagues and stakeholders at all levels. Ability to assist with the management of vendor contracts and SLAs. Budgeting and financial management skills. Analytical and strategic thinking. ICT Governance frameworks and processes.
- DUTIES** : Provide project management administrative support services for health ICT projects. Assist to co-ordinate and implement ICT Governance in the department. Assist to develop and implement the ICT Strategic and Operational Plans for WCG Health. Assist to manage and monitor ICT Risks. Provide administrative support to monitor and evaluate vendor performance against contracts and Service Level Agreements. Assist with finance Management.
- ENQUIRIES APPLICATIONS** : Mr S Dlakana Tel No: (021) 483-6884
: 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. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.
- CLOSING DATE** : 20 October 2023
- POST 35/211** : **ADMINISTRATIVE OFFICER: CONTINUOUS EDUCATION AND TRAINING (CET) COORDINATOR**
Emergency Medical Services
- SALARY** : R294 321 per annum
CENTRE : College of Emergency Care
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in administrating and coordinating the Continuous Education and Training (CET) function. Inherent requirements of the job: A Valid (Code B/EB) driver's licence. Willingness to travel. Ability to communicate effectively in at least two official languages of the Western Cape. Competencies (knowledge/skills): Excellent verbal and written communication skills. Good interpersonal and teamwork skills. Proficient computer literacy (i.e., MS Word, MS Excel, MS PowerPoint). Ability to take minutes and plan meetings.

DUTIES : Strategic planning and administration of the appointment of teachers and invigilators. Provide and ensure effective administration of the CET programme. Coordination and monitoring of monthly reporting to management, and all stakeholders. Planning and coordination of meetings with different stakeholders.

ENQUIRIES : Ms C. Mabaleka Tel No: (021) 938 4115 / 6270
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 13 October 2023

POST 35/212 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**

SALARY : R202 233 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Information management experience within a hospital environment. Inherent requirement of the job: Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Experience and knowledge of Health Information Systems (Sinjani, BI). Appropriate working knowledge and experience. Advanced computer literacy (MS Office: Word, Excel, PowerPoint and Access). Good numerical and organisational skills. Good interpersonal and conflict resolution skills.

DUTIES : Perform an administrative role as a member of the Information Management team. Assist with data quality monitoring, verification and submission to Head Office in a prescribed format and within set time frames and according to the Information Management Policy. Provide support to the supervisor, Management and colleagues. Assist in the monitoring of data trends and data completeness. Maintain Accurate Statistical Records. Compile and distribute health data reports.

ENQUIRIES : Mr J Majavie Tel No: (021) 938-5887
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Shortlisted candidates will be subjected to a computer literacy test.

CLOSING DATE : 20 October 2023

POST 35/213 : **ADMIN CLERK: FINANCE/ADMIN (HOSPITAL FEES/BILLING) WEST COAST DISTRICT**

SALARY : R202 233 per annum
CENTRE : Vredendal Hospital
REQUIREMENTS : 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 Administration and the Accounting field. Inherent requirements of the job: Willingness to work overtime and weekends when required, perform standby duties and act as reliever for Admissions and Cashier. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent time management skills, and willingness to gain new knowledge and attend training. Computer literacy (MS Word/Excel).

DUTIES : Control the correctness of the hospital patient bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation - Correct billing of all services rendered of State Departments, WCA, RAF, H2, H3, Medical Aid and Private Doctor out-patient, and in-patients' invoices in the AR System. Ensure that the ICD 10 coding has been captured. Release Invoices. Printing of: Attendance invoice tracking report, Late attendance report, accumulative discharge report, and Late Discharge report, to identify all State Departments, WCA, RAF, H2, H3, Medical Aid, and Private Doctor out-patients admitted and discharged. Suspend inactive invoices with the code "SHOLD" through the "Suspensions" function in the AR system where services cannot be captured within 14 days. Liaise with relevant role players in matters relating to Patient Administration, Hospital Fees, and Case Management.

ENQUIRIES : Mr RJ Meyer Tel No: (027) 213 2039

APPLICATIONS : The Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.
FOR ATTENTION : Ms ME Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 October 2023

POST 35/214 : **WHEELCHAIR REPAIR ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Grade 9 General Education and Training Certificate (GETC)/ Grade ((Std 7). Experience: Appropriate experience in technical work including mechanical work or welding and or light electrical current. Appropriate experience to work on assistive mobility devices or similar equipment. Inherent requirements of the job: Flexibility and willingness to assist with service delivery in different clinical areas. Willingness to work with persons with physical disabilities. Physically fit to lift and carry heavy equipment and assist with transfers of patients. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Basic and innovative design skills and practical skills. Basic knowledge of light electrical current. Ability to safely handle power machinery and tools. Demonstrate technical and related functions. Demonstrate technical, observation and practical problem-solving skills and conversant with the requirements of the Occupational Health and Safety Act.

DUTIES : Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issuing receipts, capturing day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports (journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.

ENQUIRIES : Ms A Visser Tel No: (021) 370 2351
APPLICATIONS : Applicants apply online: 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 required to do a practical test.

CLOSING DATE : 20 October 2023

POST 35/215 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R171 537 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines for safe preparation, storage, and handling of powdered infant formula for Health Facilities and Home Environments. Computer literacy in Microsoft Office (MS Word, Excel, PowerPoint, Outlook, and Teams).

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menu's, production planning and correct procedures for receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and the standard operation procedures and maintain temperature control during the various processes. Implement, maintain, and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories, and maintain security measures to limit the loss of stock, apparatus, and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR relative matters (recruitment

and selection, orientation of new staff, in-service training, discipline, grievances, and staff performance appraisal).

ENQUIRIES APPLICATIONS : Mr R Broekhuizen Tel No: (021) 918 1385

FOR ATTENTION NOTE : The Manager, Karl Bremer Hospital Nurses Home, 1st Floor, c/o Frans Conradie and Mike Pienaar Boulevard, Bellville, 7535

CLOSING DATE : Mr G Tilling

POST 35/216 : No payment of any kind is required when applying for this post. Short-listed candidates will be expected to complete a practical test.

CLEANER : 20 October 2023

Chief Directorate: Rural Health Services
(12 Month Contract)

SALARY CENTRE REQUIREMENTS : R125 373 per annum plus 37% in lieu of service benefits

Worcester Regional Hospital

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Inherent requirement of the job: Ability to communicate in two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Standard Precautions of Infection Prevention and Control. Good communication skills.

DUTIES : General cleaning and maintenance (dusting, vacuuming, polishing, scrubbing, mopping). Ensure that cleaning equipment e.g., polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored, according to Infection control standards. Effectively use cleaning agents and stock as well as elementary stock control. Management of linen and segregation of waste. Responsible for a general hygienic and safe environment in line with Infection Control Standards and procedures, including the SEAT.

ENQUIRIES APPLICATIONS : Ms M Kok Tel No: (023) 348 1228

FOR ATTENTION NOTE : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester 6849.

CLOSING DATE : Mr RM Hill

Short-listed candidates may be subject to practical testing. No payment of any kind is required when applying for this post.

20 October 2023

POST 35/217 : **PORTER**

Chief Directorate: Rural Health Services

SALARY CENTRE REQUIREMENTS : R125 373 per annum

Worcester Regional Hospital

Minimum requirement: Basic reading, writing and numerical abilities. Experience: Appropriate experience in the portering services. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts including nightshift, weekends and public holidays. Must be able to work standby and overtime including weekends and on public holidays. Must be of sober habits, physically fit to lift patients and heavy equipment. Physically able to be on one's feet for long periods. Must be prepared to handle bodies (corpses). Competencies (knowledge/skills): Good interpersonal and communication skills. Knowledge of safe infection prevention methods. Ability to work independently, under pressure, unsupervised and in a team context.

DUTIES : Efficient and safe handling and transportation of patients. Assist with the loading of patients in/out of ambulances/vehicles. Render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa. Effectively and efficiently managed Mortuary Services, including transportation of corpses from wards to the mortuary and entering details in the mortuary register. Efficiently and effectively controlled equipment and report any defects to trolleys/wheelchairs to the supervisor. An effectively supported HR function.

ENQUIRIES APPLICATIONS : Ms G Piet Tel No: (023) 348 1125

FOR ATTENTION NOTE : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850

CLOSING DATE : Mr RM Hill

Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

20 October 2023

POST 35/218 : **DRIVER (LIGHT-DUTY VEHICLE)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Khayelitsha Eastern Sub-structure
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the transportation of Personnel and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. 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 communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Ability to accept accountability and responsibility and to work independently. Knowledge of routine, maintenance, and inspections for defects on vehicles. Ability to read and comprehend road directions and traffic signs. Knowledge of Transport regulations (Handbook 1 of 2019).

DUTIES : Transport goods, posts, equipment, and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative/general and relieve duties when required or necessary. Support to supervisor and Clinics when required and Ad hoc Duties.

ENQUIRIES : Mr G De Long Tel No: (021) 360-4652/ Mr M Zwaan Tel No: (021) 360-4652
APPLICATIONS : The Director, Khayelitsha/Eastern Sub-structure Office, C/o Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

FOR ATTENTION : Ms E Weaver
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 20 October 2023