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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2023
DATE ISSUED 18 AUGUST 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.

AMENDMENTS

DEPARTMENT OF MINERAL RESOURCES & ENERGY: Kindly amend the salary level of the following post: Deputy Director: Mineral Economic (Industrial Minerals) with Ref No: DMRE /2420 to salary level 12 R958 824 per annum, advertised in the Public Service Circular 28 dated 11 August 2023.

DEPARTMENT OF HOME AFFAIRS: Kindly note that the educational requirements as well as the closing date for the post of Chief Director: Legal Services, Branch: Operations with Ref No: HRMC 45/23/2, advertised in Public Service Vacancy Circular dated 11 August 2023, have been amended to A BProc / Bjuris / LLB or any Legal qualification at NQF level 7 as recognised by SAQA; and the closing date has been extended to 01 September 2023. We apologise for any inconvenience caused.

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.
ERRATUM: Kindly note that the advert for the Post of 28/351: EMS Sessional Cleaner (X2 Posts) (Contract: 01 September 2023 – 30 April 2026) Closing Date: 01 September 2023, Centre: EMS West Coast Stations: Vredenburg, EMS Overberg Stations: advertised in the Public Service Vacancy 28 dated 11 August 2023 with Ref No: Post 28/351. Kindly note that the closing date is amended as follows: 25 August 2023.

OTHER POSTS

POST 29/654 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**
Directorate: Assurance

SALARY : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R 1 605 330 per annum
(A portion of the package can be structured according to the individual's personal needs)

CENTRE REQUIREMENTS : Head Office, Cape Town
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Occupational Medicine. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Occupational Medicine. Inherent requirement of the job: Valid driver's license. Willingness to travel across the Western Cape Province. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of Occupational Health and Safety Act (85 OF 1993) and Regulations. Sound knowledge of occupational health policies, services and programmes. Good clinical and disability assessment skills. Good presentation and communication skills. Good analytical and problem-solving skills. Good interpersonal skills and ability to collaborate with others and to work as part of a team. Computer and statistical literacy.

DUTIES : Provide specialist Occupational Medicine (non-clinical) services for Western Cape Government Health and Wellness: Establish and manage OHS systems. Develop and update OHS policy framework. Lead the implementation of the OHS service delivery model of the Department. Participate in intersectoral activities with other departments (Health, Labour, Mineral Resources, etc) and other stakeholders. Provide specialist Occupational Medicine expertise (clinical) for Western Cape Government Health and Wellness: Practise clinical medicine at specialist level. Participate in OHS training and research activities: Participate in continuing medical education / continuing professional development activities for self and for staff in the Department and wherever required by the Department.

ENQUIRIES : Mr N Mavela Tel No: (021) 483-3316 / 073 875 8343
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. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 08 September 2023

POST 29/655 : **PHARMACY SUPERVISOR: GRADE 1**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Victoria Hospital

REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid driver's license (code B/EB). Prepared to share on-call duties. Willingness to deliver an after-hour service. Prepared to be registered as a Tutor with the South African Pharmacy Council to train Pharmacist interns and / Pharmacist assistants. Sound communication skills (written and verbal) in at least two of the official languages of the Western Cape and conflict resolution skills. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of pharmacy. Computer literacy (MS Word, Excel, and Power Point) as well as experience and knowledge of Wellsky and MEDSAS. Proof of Continuous Professional Development. Ability to function independently as well as part of a multidisciplinary team. Ability to work accurately under pressure and maintain a high standard of professionalism.

DUTIES : Quality provision of pharmaceutical care to hospital patients by implementing and monitoring work procedures, policies, and guidelines, ensuring compliance to protocols and standard treatment guidelines and providing professional advisory services to prescribers and other healthcare workers at the facility. Monitor and facilitate effective medicine supply management in the pharmacy department. Manage resources within the pharmacy department including equipment. Supervise the workflow in the pharmacy department. Actively participate in staff development and training. Participate in continuous quality improvement initiatives. Pharmacist duties in line with the Pharmacist scope of practice. Assist the Pharmacy Manager.

ENQUIRIES : Ms N Allie Tel No: (021) 799-1149

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 may be subjected to do a practical test.

CLOSING DATE : 08 September 2023

POST 29/656 : **MANAGER: HAST**
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

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate relevant experience in the Health Sector. Appropriate experience in Health Program Services. Appropriate experience in HIV/AIDS, STI and TB Programs. Appropriate financial planning and management experience. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel within the District and Cape Town. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS), Health Programme Policies and Guidelines. Good interpersonal, collaborative and leadership skills. Strong

understanding of Financial Management environment, audit, compliance, and legislation in Public Sector. Insight to NPO partner environment and Health Service-related contract management. Solid health information system/data management, analysis, and interpretation abilities. Computer literacy and good report writing skills.

- DUTIES** : Policy implementation, co-ordination, and evaluation of the HIV/AIDS, STI, TB & VMMC Programmes. Support strengthening and development of the DHS, priority health services and community-orientated primary care. Effective, efficient, and sustainable financial management of National Conditional Grant Funding, Donor funding/provincially earmarked funding in the HIV/Aids, STI and TB programmes. Management of NPO's and Donor Funded Projects (e.g., Global Fund, USAID/PEPFAR). Management of Human Resources within the HIV/AIDS, STI and TB Component. Monitor and evaluate programme targets and performance of HIV/AIDS, STI and TB Programmes. Manage the implementation of continuous quality improvement and quality assurance initiatives of the HIV/AIDS, STI, VMMC, TB Programmes and provide related support to the service platform.
- 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** : 08 September 2023

POST 29/657 : **OPERATIONAL MANAGER NURSING (SPECIALTY: ICU)**
Chief Directorate: Rural Health Services

- SALARY** : R588 378 (PN-B3) per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's license. Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Proficiency in at least two of the three official languages of the Western Cape. Competencies (skills/knowledge): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).

- DUTIES** : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning and implementation of nursing care and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others.

- ENQUIRIES** : Ms L de Goede Tel No: (044) 802-4352
- 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** : 08 September 2023

POST 29/658 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1**
Chief Directorate: Metro Health Services

- SALARY** : R497 193 (PN-A5) per annum
- CENTRE** : Southern/Western Sub-structure Office

<u>REQUIREMENTS</u>	:	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 Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's License. Willingness to support facilities and do extend hours and weekends when needed and travel in the Southern/Western Geographic area and other. Competencies (knowledge/skills): Knowledge of Provincial Infection Prevention and control measures and practices. Understanding of Occupational Health and Safety Act, regulations and policies Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research/surveys and compiling comprehensive reports including Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control (NCS requirement). Ability to facilitate and promote training.
<u>DUTIES</u>	:	Develop and ensure implementation of relevant clinical practice guidelines and Standard Operating Procedures (SOP's) in respect of Infection Prevention and Control. Support and engage Facility Managers and Institutions to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy. Provide effective guidance and training in Infection Prevention and Control to all staff. Support quality assurance programmes: monitor adherence to Occupational Health and Safety IPC and Risk Management in line with National and Provincial policies and Core Standards. Support Occupational Health and Safety committee for effective functioning and plan and coordinate OHS meetings. Project Management, Project management duties for Occupational Health and Safety and other. Willingness to do extended hours and weekends when needed and travel in the Southern/Western Geographic area and other.
<u>ENQUIRIES</u>	:	Dr R Nell Tel No: (021) 202-0900
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	08 September 2023
<u>POST 29/659</u>	:	<u>CLINICAL NURSE PRACTITIONER (PHC) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE</u>	:	Klapmuts CDC (X1 Post) Kylemore CDC (X1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a Professional Council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care.

DUTIES : Provision of quality primary curative health care. Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of human and financial resources and support services Participation in training and research Support to the Operational Manager and Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms MM Muller Tel No: (021) 808-6109
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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

CLOSING DATE : 08 September 2023

POST 29/660 : **INDUSTRIAL TECHNICIAN PRODUCTION (INSTRUMENT WORKSHOP)**

SALARY : R294 321 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 Mechanical/ Electrical Engineering. Experience: Appropriate experience in the repair and maintenance of medical equipment in a Clinical Engineering environment and be willing to be trained in-house on ongoing basis. Candidates must have experience to manage, plan and organise maintenance schedules on medical equipment. Inherent requirements of the job: Candidate must have the ability and experience to operate mechanical machinery i.e. lathe, milling machine, etc. as well as repairing electronic equipment by making use of test equipment, i.e. a multi-meter. Active interest in Medical 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 required from time to time. Good written and verbal communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (including excel and word). Proven ability in fault- finding and repair of medical equipment. Including, but not limited to, theatre tables, theatre lights, theatre drills, theatre instruments and other equipment maintained by Clinical Engineering. Candidates must have experience to manage, plan and organise maintenance schedules on medical equipment. Knowledge of the Occupational Health and Safety Act.

DUTIES : Liaise with clients and colleagues with regards to information and work progress. Ensure continuity of service by assisting other sections within CED, prioritising of work and agree to 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 weekends). Keep up to date records of equipment and activities including acceptance testing, marking and tracking. Ensure compliance with Occupational Health and Safety Act. Candidate must adhere to all legal requirements, protocols and procedures.

ENQUIRIES : Mr JD du Preez/ Ms M Rossouw Tel No: (021) 938-4634
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 : 08 September 2023

POST 29/661 : **INDUSTRIAL TECHNICIAN PRODUCTION (COMMUNICATION WORKSHOP) (X2 POSTS)**

SALARY : R294 321 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 Electrical Engineering. (Light current). Experience: Appropriate experience in the repair and maintenance of medical equipment in Clinical Engineering Environment and be willing to be trained in-house on ongoing basis. Candidate must have experience to manage, plan, and organise maintenance schedules. Inherent requirements of the job: Valid driver's license. Excellent ability to fault-find and repair down to component level. Must be prepared to work in all disciplines within Clinical Engineering Department as and when required. Good verbal and written communication skills in two of three official languages of the Western Cape. Competencies (knowledge/skills): Proven ability in fault finding and repair of hydraulics, pneumatics, fine machines, communication equipment, access control and electronic equipment and other equipment maintained by Clinical Engineering. Active interest in communication equipment repair and replacement. Proven Computer literacy with experience in MS Access, Word and Excel. Good interpersonal relations. Ability to correctly interpret procedures and directives. Ability to weld. Ability to read /interpret circuit diagrams and perform solder work. Knowledge of the Occupational Health and Safety Act.
- DUTIES** : Carry out maintenance, repairs, calibration, modifications and installation of communication, access control, nurse call and related devices. Ensuring that the equipment meets legal and safety standards. Draft detailed technical specifications for equipment under the unit's control. Provide optimal support, assistance/ training to colleagues, management and clinical staff. Keep an up-to-date record system and administration function regarding the unit's functioning and the equipment maintenance and evaluation. Participate in the liaison with service providers and agents to negotiate quotations and maintenance costs in the absence of the unit manager of the Communication Department. Liaise with clients and colleagues with regards to information and work progress.
- ENQUIRIES** : Mr JD Du Preez / Ms M Rossouw Tel No: (021) 938-4634
- 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** : 08 September 2023
- POST 29/662** : **ADMINISTRATION CLERK: SUPPORT (ENVIRONMENTAL HYGIENE SERVICES -CDS)**
- SALARY** : R202 233 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Messenger duties, Death Administration and personnel/office management. Inherent requirement of the job: Valid (code B/EB) driver's license. Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Willing to perform standby duties. Competencies (knowledge/skills): Computer literacy (MS Word and MS Excel). Sound knowledge in Death Administration, Transport Management Fleet and HR Policies and Disciplinary Code and Procedure.
- DUTIES** : Provide personnel administration duties that is allowances, pay sheets, leave application. Render effective Messenger services within the entire hospital. Ensure an effective Human Resource Management support function to Administrative Officer with regard to areas of responsibilities such as exits, recruitment and selection, Staff Performance Reviews, attend Meetings and monitoring of registers as well as relieving the transport Administrative Clerk in his absence. To ensure a safe, and an optimal Specimen Service Delivery within the Hospital. To ensure an effective Death Administration process as well as an effective Contract Administration wrt the Pauper and Body removal.
- ENQUIRIES** : Ms A Mohapi Tel No: (021) 404-5036
- 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** : 08 September 2023

POST 29/663 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : R202 233 per annum
CENTRE : Calitzdorp Clinic, Oudtshoorn/Kannaland Sub-district
REQUIREMENTS : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Inherent requirements of the job: Experience in PHCIS and computer literacy. Valid driver's license (manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Admit, register patients on PHCIS and ensure the availability of patient folders with patient centred approach. Registry documents, file patient folders, documents on a daily basis and handle all general administration duties. Keep record, retrieve patient folders, trace old folders, and compile new folders – manage general admin and record management. Support to supervisor and staff members. Assist with ordering on LOGIS system, monitoring, and stock control. Act responsible with regard to service ethics, norms, and standards. Responsible for handling of patient enquiries in an effective manner.

ENQUIRIES : Ms S Labuschagne Tel No: (028) 551-1010
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 : 08 September 2023

POST 29/664 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Southern Western Sub-Structure
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in working within a health environment. Appropriate experience in Office Administration. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Must be computer literate in (MS Office). Ability to deal with information in a confidential manner and cope with a high work volume. Typing skills of at least 35 words per minute. Good interpersonal relations and organisational skills. Report writing, letter writing and minute taking. Good communication skills in at least two of the three official languages of the Western Cape. Problem-solving skills.

DUTIES : Provide administrative support to the Deputy Director: Primary Health Care. Efficient administration and general office administration including faxing, photocopying, filing and diary management. Organise meetings and the taking and disseminating of minutes. Manage, order, and maintain stock levels, equipment and assets. Coordination of internal and external events. Liaising with internal and external stakeholders.

ENQUIRIES : Ms LM Appolis Tel No: (021) 2020-883
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 : 01 September 2023

POST 29/665 : **ADMINISTRATION CLERK: SUPPORT (RADIOLOGY)**
Chief Directorate: Rural Health Services

SALARY : R202 223 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Radiology administration, Hospital Information Systems (HIS), Picture archiving communication systems (PACS), Radiology information systems (RIS), Computed Radiography systems (CR), and radiology workflow. Inherent requirement of the job: Willingness to work shifts which include weekends and public holidays and work overtime on short notice. Competencies (knowledge/skills): Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape

with outstanding professional telephone etiquette. Knowledge of HIS, PACS/RIS, CR and radiology statistics, with Computer literacy in MS Office (Word and Excel) and Outlook. The ability to adapt to a changing environment and cope with a high volume of work and be able to follow instructions and procedures. Good interpersonal relations, organisational skills, and the ability to deal with information in a confidential manner as part of a team and independently.

DUTIES : Render service in the Radiology department by delivering a professional, confidential, effective, and efficient patient administration service, (i.e., Clinicom attendances, disposals and capturing of ICD 9 10 codes). Be responsible for all aspects of radiology workflow management including both the PACS/RIS, HIS and CR processing management. Maintain effective and efficient general office administration and ad-hoc duties. Be responsible for: all folder management, statistics and all aspects of linen and stock management within radiology. Answer all telephonic enquiries effectively and professionally. Arrange appointments for Computerized Tomography, Fluoroscopy, Mammography, Ultrasounds, and X-ray appointments for district health services. Adhering to radiation legislation ensuring personal protection.

ENQUIRIES : Ms F Wentzel Tel No: (021) 860-2698
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 : 08 September 2023

POST 29/666 : **ADMINISTRATION CLERK: ADMISSIONS (PRIMARY HEALTH CARE)**
 Garden Route District

SALARY : R202 233 per annum
CENTRE : Alma CDC, Mossel Bay Sub-district
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and data-capturing experience. Appropriate experience in Sinjani, Tier. net and PHCIS systems. Inherent requirements of the job: Language proficiency in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Windows, Excel). An appropriate course in Basic Routine Health Information Systems for Data Capturers will be to your advantage.

DUTIES : Capturing all data according to system programs (Tier.net, Sinjani, PHCIS, Healthnet, etc.) Responsible for allocated service points data compiling and reports on all programs. Supportive administration functions and all components of reception management. Register patients on the Patient Administration System (PHCIS) and Healthnet bookings. Responsible for folder Hygiene in reception (i.e., file, retrieve, archive, and dispose of folders).

ENQUIRIES : Ms A Lamprecht Tel No: (044) 604-6106
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 : 01 September 2023

POST 29/667 : **MESSENGER**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : CD: Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate messenger service experience. Inherent requirement of the job. Valid code B drivers' license. Competencies (knowledge/skills): Ability to work independently and unsupervised. Basic computer literacy skills. Proficient in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Assist the registry with daily functions if and when required. Collect, distribute documents and mail them in the hospital. Deliver, collect mail and postbag to the post office. Opening of mails. Perform driving duties as indicated. Updating of notice boards.

ENQUIRIES : Mr C Alexander Tel No: (021) 503-5016
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 : 08 September 2023

POST 29/668 : **GENERAL STORES WORKER (MAIN PHARMACY STORES)**

SALARY : R125 373 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirements of the job: Must be able to manage heavy cartons on a continuous basis. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills.

DUTIES : Receipt of stock delivered of non-pharmaceutical goods from suppliers. Open cartons and check contents for correctness against the invoice and note expiry dates and batch numbers. Check external appearance for damage and accuracy. Deliver finished, final, and packaged pharmaceutical items to designated areas in the hospital. -Place checked stock in designated places. Uphold the cold chain. Assist with the issuing of stock to the pharmacy. Stock-taking and keeping the areas neat, tidy, and hygienic. Report all deviations and discrepancies.

ENQUIRIES : Ms M Erasmus Tel No: (021) 938-4678
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Successful candidates may undergo competency assessments/proficiency tests.
CLOSING DATE : 01 September 2023