

**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.

**OTHER POSTS**

**POST 39/174** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 1: R1 887 363 per annum, (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Forensic Pathology Services

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: A minimum of 3 years' appropriate experience as a Forensic Pathologist after registration with the HPCSA as a Medical Specialist in Forensic Pathology. Inherent requirement of the job: Valid (Code B/EB) driver's license, (manual transmission driver's license) and willingness to travel within the province when required. Competencies knowledge/skills): Strong leadership qualities, motivational skills, decision making, organisational and planning skills, with the ability to work under pressure. Appropriate knowledge and understanding of the Public Sector Policies (National and Provincial) governing Human and Physical Resource management, strategic management, financial management, Management of Labour Relations and the application thereof when applicable. Experience organizational change management. Understanding of quality assurance and a strong commitment to high service standards. Ability to inform service delivery with academic and research incentives and outputs. Managerial experience would be advantageous. Organizational change management experience would be advantageous. Appropriate clinical experience within an academic Forensic Pathology Environment. Appropriate experience to train and supervise staff and students.

**DUTIES** : Management Support to Head Clinical Department: Assistance with the administrative and executive functions of the Division and deputising for the Head Clinical Department when necessary. Assistance with clinical duties and incentives in the division that aims to improve clinical practice and service impact, as guided by the Head Clinical Department governance. Forensic Pathology Officer and Forensic Pathology Laboratory management liaison/ staff guidance and training: Advise and assist the Provincial Government of the Western Cape, Department of Health with the professional development of the Forensic Pathology Service, with guidance and instruction of junior medical staff, as well as Forensic Pathology Officer staff. Academic Component, teaching and training: Provide an effective support to the Head of the Division with regards to all undergraduate and post graduate academic functions of the Division, including active participation in all the academic activities within the Division. Maintain a strong, at least service delivery-based research portfolio. Service Delivery, Autopsy Practice: Forensic postmortem examinations and completion of all investigations and documentation related thereto. Perform and advise on forensic autopsies, postmortems as well as assistance with autopsies as required at the Tygerberg Forensic Pathology Laboratory, within the consultation area of the Division including the Westcoast, Winelands and Winelands Overberg Geographic Service Areas as required. Service Delivery: Death Scenes, Assistance to SAPS, Court Medical Jurisprudence: Attend crime scenes, present evidence to court, assess medico-legal reports, inquest dockets, and advise the state prosecutors involved in the assessing of forensic inquests, including proposals for the appointment of expert witnesses and assessors.

<b><u>ENQUIRIES</u></b>	:	Dr J Verster Tel No: (021) 9318043
<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. Candidates will be subjected to a competency assessment. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
<b><u>CLOSING DATE</u></b>	:	10 November 2023
<b><u>POST 39/175</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 TO 3 (PUBLIC HEALTH MEDICINE)</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 per annum Grade 2: R1 386 069 per annum Grade 3: R1 605 330 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Directorate: Violence Prevention Unit
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Public Health. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Public Health. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Public Health. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. <b>Grade 3:</b> A minimum of 10 years appropriate experience as a Public Health Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Public Health. Inherent requirement of the job: A valid driver's license. Willingness to work overtime and travel. Competencies (knowledge/skills): Intermediate to advanced computer literacy. Statistical analysis and data evaluation abilities. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative problem-solving skills. Project design and management skills. Good presentation and communications skills. Ability to conduct independent research and report research findings to professional and non-professional audience. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.
<b><u>DUTIES</u></b>	:	Design, manage and implement tools and projects to assess/improve efficiency, effectiveness and quality of violence prevention initiatives and interventions. Perform project management and report writing functions within the Directorate: Violence Prevention Unit. Provide support to the Directorate: Violence Prevention Unit in terms of data analysis and interpretation, data visualisation, monitoring and evaluation of violence prevention initiatives and interventions. Provide inputs into provincial and departmental planning processes with regards to violence prevention and safety. Management of resources with respect to Financial Management and Human Resource Management.
<b><u>ENQUIRIES</u></b>	:	Ms JO Arendse Tel No: (021) 815-8612 / Ms N Van Der Walt Tel No: (021) 815-8713
<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. 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).
<b><u>CLOSING DATE</u></b>	:	10 November 2023
<b><u>POST 39/176</u></b>	:	<b><u>DEPUTY DIRECTOR: MEDICAL BIO SCIENCES GRADE 1 (RADIOBIOLOGY)</u></b>
<b><u>SALARY</u></b>	:	R946 461 per annum. A portion of the package can be structured according to the individual's personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Biological Scientist in Radiation Biology. Registration with a professional council: Registration with the HPCSA as a Medical Biological Scientist. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Biological Scientist. Competencies (knowledge/skills): Excellent knowledge of basic and clinical radiobiology. Knowledge of oncology and cancer biology. Knowledge of basic laboratory and clinical research methodology. Good analytical and communication skills. Ability to work well independently and in a team.
<b><u>DUTIES</u></b>	:	Scientific support (Clinical radiobiology, laboratory, protocol review and clinical audits). Administration and management (Health and safety, laboratory operations, training programs). Teaching and research (Student teaching and supervision, research project development, data collection, analysis and dissemination).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Prof J Parkes Tel No: (021) 404 4265
	:	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 CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
	:	17 November 2023
<b><u>POST 39/177</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u></b>
	:	Directorate: Supply Chain Sourcing (Infrastructure Sourcing)
<b><u>SALARY</u></b>	:	R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Cape Town
	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in procurement of construction and maintenance-related goods and services in the public sector. Appropriate supervisory/management experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Specific knowledge of and experience in applying the Construction Industry Development Board requirements. Competencies (knowledge/skills): Sound management, report-writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of construction and maintenance services, e.g. general building, plumbing, electrical and mechanical maintenance, HVAC and fabric repairs. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Data analysis. Working knowledge of NEC3 and/or NEC4 contracts for construction procurement.
<b><u>DUTIES</u></b>	:	Provide an integrated demand, acquisition and contract management service of infrastructure-related commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing, with focus on commodity-based lifecycle costing. Take ownership of spend management within infrastructure services through the design and execution of innovative category management plans and delivery of optimal commercial benefits to the department. Maintain the procurement framework, including policies and standard operating procedures, for the procurement of infrastructure-related goods and services. Ensure compliance to all relevant requirements, including interaction with various governance structures within the public sector. Management of Infrastructure Sourcing team, including performance reviews, annual and sick leave management.
<b><u>ENQUIRIES</u></b>	:	Ms S Roy at (071) 882 3624

<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>	:	17 November 2023
<b><u>POST 39/178</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u></b> Overberg District
<b><u>SALARY</u></b>	:	R497 193 per annum
<b><u>CENTRE</u></b>	:	Swellendam Hospital (Swellendam Sub-district)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a Professional Council: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts (night and day), public holidays and weekends to manage hospital after hours, when required. Perform standby duties/ relief duties for Assistant Manager: Nursing. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): A Good communication, interpersonal, decision-making, leadership, organizational and conflict resolution skills with a strong sense of responsibility and accountability. Be able to function independently and as part of a multi-disciplinary team. Demonstrate an in-depth knowledge of legislation pertaining to nursing and public service. Knowledge of People Management and financial policies. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy.
<b><u>DUTIES</u></b>	:	Management, coordination and provision of quality comprehensive care within the facility. Effective personnel development and management within the Department. Effective financial management and procuring as well as implementing of policies, prescripts and protocols according to the public service Finance Management Act; Regulations. Ensure the promotion of Quality Assurance (Ideal Hospital, Office of Health Standards Compliance and Best Care Always), Infection prevention and control, Occupational Health and Safety within the Department. Initiate and participate in training, development and research within the nursing division. Liaise with relevant stakeholders including institutional committees. Promote health education to clients, the public and staff. Collect, verify and timeous submission of accurate statistics. Participates in formulating, monitoring and implementation of policies, guidelines, standard operating procedures and regulations within the department. Deliver an effective support service to the Nursing Manager and ensure effective coordination or the Nursing Division after hours. Maintain ethical standards and promote professional growth and self-development.
<b><u>ENQUIRIES</u></b>	:	Ms ED Whittles Tel No: (028) 514 8400
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <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 this post.
<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 39/179</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Karl Bremer Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate Support Services experience. Appropriate Supervisory experience. Maintenance of buildings, equipment, and machinery experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Ability to draft service level agreements/contracts and implement standard operating procedures. Extensive knowledge of the Treasury Regulations and Contract Management, PFMA, OHS and Public Service Acts. Computer skills (MS Office, Excel, and Word). Extensive knowledge of Western Cape Government maintenance protocols. Knowledge of SCM procedures and Logis. Working knowledge of support services management or facilities management.

- DUTIES** : Promote and maintain acceptable standards of quality of services delivered by the Support Service components (Transport, Linen, Mortuary, Porters, Switchboard, Cleaning, Waste, Grounds, Parking, Security). Effective control of maintenance and capital works of buildings and equipment of institution. Optimum utilisation and supervision of human and other resources within Support Services. Ensure effective and efficient contract management. Ensure relevant policy implementation and compliance (Occupational Health and Safety, Ideal Hospital Framework, regulated norms & standards, etc.) at the Hospital. Support to supervisor.
- ENQUIRIES** : Mr Z Mtshatsheni Tel No: (021) 918 1335
- 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 could be subjected to a practical test.
- CLOSING DATE** : 17 November 2023
- POST 39/180** : **ADMINISTRATIVE OFFICER: HEALTH SUPPORT (INSPECTORATE)**  
Directorate: Assurance
- SALARY** : R294 321 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: A Higher Certificate (NQF5) in Administration/Business/Finance/Health field (or equivalent). Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Assurance. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail.
- DUTIES** : Assist in the office with regards to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Offices of the Assistant Director and Deputy-Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.
- ENQUIRIES** : Ms B Ngwenya Tel No: (021) 483 8431
- 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** : 17 November 2023
- POST 39/181** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**  
West Coast District
- SALARY** : R202 233 per annum
- CENTRE** : Citrusdal Hospital, Cederberg Sub-district
- 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 focus on the key performance areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management and stores environment. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good interpersonal and communication skills. Good organizing skills. Sound

		theoretical and practical knowledge of Warehouse Management and procurement functions. Problem solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Knowledge of Supply Chain Management processes, LOGIS system and the Accounting Officers System (AOS).
<b><u>DUTIES</u></b>	:	Demand and acquisition management, capture requisitions, receive and issue inventory to end-user and maintain stock levels. Manage the warehouse and the transit area. Prepare stores for bi-annual stock take. Perform general LOGIS system functions pertaining to Warehousing and ordering. Ensure that all transactions comply with legislative requirements. Perform the duties of procurement of goods and services. Invite quotations on electronic procurement system (EPS). Execute compliance control related to Supply Chain Management. Handle queries in all aspects within the Supply Chain Management Department.
<b><u>ENQUIRIES</u></b>	:	Mr D Pick Tel No: (022) 921 2153
<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>	:	17 November 2023
<b><u>POST 39/182</u></b>	:	<b><u>FOOD SERVICES AID</u></b> Overberg District
<b><u>SALARY</u></b>	:	R125 373 per annum
<b><u>CENTRE</u></b>	:	Hermanus Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an Industrial Food Services Unit. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. Ability to maintain good interpersonal skills.
<b><u>DUTIES</u></b>	:	(key result areas/outputs) Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils, and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures. Quality portion control of food according to standardised recipes.
<b><u>ENQUIRIES</u></b>	:	Mr NK Adams Tel No: (028) 313 5204
<b><u>APPLICATIONS</u></b>	:	The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
<b><u>FOR ATTENTION</u></b>	:	Mr E Sass
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	17 November 2023
<b><u>POST 39/183</u></b>	:	<b><u>HOUSEHOLD AID</u></b> Overberg District
<b><u>SALARY</u></b>	:	R125 373 per annum
<b><u>CENTRE</u></b>	:	Hermanus Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/ clinic/hospitality environment. Inherent requirements for the job: Physically able to lift/move heavy objects and working at heights requiring the use of a step ladder. Willing to work shifts, public holidays, weekends, overtime, and night duty. Ability to operate machinery and equipment. Good interpersonal skills. Relief duties in other departments when necessary. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication skills.
<b><u>DUTIES</u></b>	:	Responsible for cleaning duties i.e., sweeping, dusting, emptying bins, mopping, scrubbing, and polishing, cleaning windows, deep cleaning of toilets,

general refuse, medical waste handling and maintenance of general neatness and hygiene (adhere to OHS and IPC policies) daily. Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit process). Effective use, maintenance and safekeeping of supplies and equipment and cost-effective use of resources/consumables. Handling of linen (soiled lined, dirty linen, clean linen, counting of linen, packing linen room etc.). Attend Inservice training and render support to the supervisor with regards to general housekeeping duties.

- ENQUIRIES** :
- APPLICATIONS** :
- FOR ATTENTION** :
- NOTE** :
- CLOSING DATE** :

Mr T De Wet Tel No: (028) 313-5200

The Director: Overberg District Office, Private Bag X07 Caledon, 7230.

Mr Wajdie Teegler

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

17 November 2023