



Issued 27 March 2020

Generic Role	Job Descriptions	Requirements	Total Posts
Admin Clerk	<ol style="list-style-type: none"> <li>1. Render general clerical support services.</li> <li>2. Provide supply chain clerical support services within the component.</li> <li>3. Provide personnel administration clerical support services within the component.</li> <li>4. Provide financial administration support services in the component               <ul style="list-style-type: none"> <li>▪</li> </ul> </li> </ol>	Job Knowledge Computer Communication Planning and organisation Interpersonal relations Flexibility Good verbal and written communication skills Teamwork  A grade 12 certificate or equivalent. No previous experience required.	8
Clinical Associate	Perform Patient-centered consultations across all ages in district PHC clinics. Apply clinical reasoning in the assessment and management of patients. Be able to provide emergency care to patients. Perform investigative and therapeutic procedures appropriate for district primary health care. Prescribe appropriate Medication within scope of practice. Facilitate communication	Grade 12 plus a three-year university degree in Bachelor of Clinical Medical Practice. Candidate must be registered with HPCSA as a Clinical Associate and have a current receipt. Candidate must have good communication skill both verbal and written and able to function as part of a team. Profile: Experience working in District Primary	1

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	and provide basic counselling. Integrate understanding of family, community and health system in practice.	Health Care (PHC) services. Experience in general medical practice. PHC, HAST and use current clinical protocols and guidelines in patient management. Clinical skills in patient-centered consultation, history taking, examination, investigation and management and ensuring continuity of patient care.	
Data Capturers	<ul style="list-style-type: none"> <li>▪ Capture data from available records into the required formats e.g. databases, table, spreadsheet.</li> <li>▪ Verify query missing data and errors observed during data entry</li> <li>▪ Review and validate all data from the records</li> <li>▪ Submit data</li> <li>▪ Make regular backups of data</li> <li>▪ Update registers and statistics</li> <li>▪ Keep and maintain records and files</li> <li>▪ Ensure records and files are properly sorted and secured</li> </ul>	NQF level 4 or 5 (A grade 12 certificate or equivalent).	3
Dietician	To advise and plan nutritional care for individuals or groups of patients to meet their specific nutritional requirements. Knowledge on the management of paediatric, surgical and medical patients. Adhere to National and Provincial strategies, policies and protocols. Attend any relevant meetings and workshops. Compiling of statistics, perform record keeping, data collection and assist with budget control. Market and promote dietetic services. Ensure training and education of other occupational classes	BSc Dietetics degree, Registration with HPCSA as a Dietician in the category: Independent Practice. Current up to date registration as a dietician. Sound knowledge of general clinical nutritional management. Good written and verbal communication skills. Ability to work within a team and work closely with other disciplines.	3
Environmental Health Officer	To ensure provision of sustainable, integrated and comprehensive environmental health services (Malaria,	National Diploma in Environmental Health (3yrs)	3

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	Hazardous substances, General Environmental Health and Port Health)	<p>Current registration with HPCSA.</p> <p>3-5 yrs experience as Senior EHP</p> <p>Training in ethics</p> <p>Ability to collect and collate data</p> <p>Demonstrative ability to use health information for planning, ability to work under pressure;</p> <p>Continuous professional and ethical behaviour</p>	
Food Service Aid	<p>Clean kitchen utensils and equipment <input type="checkbox"/> Provide catering support services <input type="checkbox"/> Keep stock of kitchen utensils and equipment <input type="checkbox"/> Apply hygiene and safety measures <input type="checkbox"/> Maintain quality control measures of all food provided <input type="checkbox"/> Removal of garbage disposal <input type="checkbox"/> Prepare food, snack and beverages (water, tea, coffee, milk, sugar and cold drinks) <input type="checkbox"/> Setup and convey crockery, cutlery and equipment to dining areas <input type="checkbox"/> Serve food and beverages <input type="checkbox"/> Responsible for food supplies and report waste and losses</p>	NQF level 1 or 2 (Abet level 2 certificate or equivalent).	1
General Workers			62
Medical Officer			24

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Nurse Operational Manager	Supervise and monitor the three (3) pillars of 90-90-90 HAST strategy. This includes monitoring of quality TB testing services, availability of drugs, availability of laboratory services, capturing of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and the capturing on EDR.Net. Ensure distribution and implementation of TB patients on TIER.Net. Supervise and monitor the linkage to care of diagnosed MDR TB patients and TB/HIV protocols and guidelines	Basic qualification (i.e. Diploma/Degree) in nursing qualification that allows registration with SANC as a Professional Nurse. Registration with SANC as a Professional Nurse proof of current registration. A post basic qualification, with duration of at least one-year accreditation with the SANC in Curative Skills in Primary Health Care;  Drivers licence; Presentation Skills; Team work skills	37
Professional Nurse Speciality( PHC/MIDWIFERY)	Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations pertaining to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and sub-ordinates including management of under-performance and grievance.	Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Paediatric Nursing in terms of R212. Diploma/Degree in Nursing Admin will be an added advantage. Current registration with the SANC – as a Professional Nurse and Midwife.	58
Nurse Professional	Provide direction and supervision for the implementation of the Nursing Plan, rendering of quality patient care. Assist in completion of clinical records and that data is entered timeously. Ensure that quality assurance standards and other health mandates during his or her shift lead is implemented. Advocate and facilitate proper treatment. Be a team leader responsible for I Care for you values. Implement standards, practices, criteria and indicators for quality nursing care.	Basic qualification in terms of Government notice 425 i.e. Degree/Diploma equivalent that allows registration with SANC as a Professional Nurse. Proof of current registration with SANC for the current year. Certificate of Medical Male Circumcision (MMC) and 1-year experience in the field of practice	78
Nursing Assistant( Registered)	Assist patients with activities of daily living (physical care).Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development	Grade 12 or equivalent, One (1) year Nursing Assistant Certificate that allows registration with South African Nursing Council (SANC). Current registration with the South African Nursing Council (SANC) as Nursing Assistant. Proof of SANC receipt (2020). Knowledge:	65

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		Knowledge of Nursing care processes and procedures, nursing statute and other relevant legal framework such as: Nursing Act, health Act, Occupational Health and Safety Act, Batho Pele Principles, Patients' rights Charter and Responsibilities, public Service Regulations, Labour Relations Act, disciplinary code and Procedure, Grievance Procedure etc.	
ENA	Provide quality patient care under the supervision of a Professional Nurse. Administer medications, Maintain hygiene of patients. Provide nutrition. Assist with mobility. Assist with elimination process. Measure, interpret and record vital signs. Operate all relevant apparatus and equipment. Assist Professional Nurses with clinical procedure. Preparation of patients for diagnostic and surgical procedures.	Grade 12 or equivalent qualification, Qualification that allows registration with the SANC as staff Nurse/Enrolled Nurse. Current registration with the South African Nursing Council (SANC) as Enrolled Nurse /Staff Nurse. Proof of SANC receipt (2020). Knowledge: Knowledge of Nursing care processes and procedures,	12
<b>Total Nurses required</b>			<b>240</b>
Occupational Therapist	Assess and treat hand patients (i.e. splinting, home programmes, follow up). Assess and rehabilitate patients post CVA amputation, TBI .Contribute to resource management. Contribute to training and development. Clinical Service delivery. Be responsible for any relevant duties of OT.	Appropriate qualification that allows for the required registration with the HPCSA as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist.	4
Pharmacist	Assist management with overall budget and expenditure monitoring. To receive and process orders for two depots and selected clinics. Do follow-ups on outstanding orders and communicate to all stakeholders. To communicate with MSD regarding dues out reports and availability of alternatives. Monitor ordering patterns to avoid duplication of procurement. Ensure compliance to District Formulary, EML and National Guidelines.	Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows for registration with the SAPC Registration with the SAPC as a Pharmacist and proof of current registration. Less than five (5) years appropriate experience after registration as a Pharmacist with the SAPC.	6

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Physiotherapist	Plan and implement a cost effective sustainable physiotherapy service. Apply knowledge of evidence based physiotherapy techniques. Apply knowledge of relevant acts, regulations and policies. Assist supervision and training of assistants. Implement and manage the Performance management and development system in the department. Monitor and motivate for equipment and other resources. Assist with implementing and monitoring of effective recordkeeping accurate statics collection and analysis thereof	Bsc Degree in Physiotherapy. Current/annual Registration with the HPCSA as a Physiotherapist. 3 years working experience, Excluding 1 year community service. Computer literacy is highly desirable.	6
Radiographer	Knowledge of quality Assurance procedures as per Radiation Control Directorate requirements, Public Service legislation, Policies and procedures. Implement quality assurance programs for quality service delivery. Practice radiation protection to minimize radiation dose to staff, patients and public. Skills on the following area: good patient care, Organizing, Communication, Computer literacy, Conflict Resolutions, interpersonal relation, knowledge of specialized procedures and radiology equipment's and PACS system	Diploma/Degree in Diagnostic Radiography. Proof of registration as an independent practitioner and current annual registration with HPCSA.	4
Speech & Audiology Therapist	Provide effective speech therapy+/audiology service for in-patient and external stakeholders in adherence to scope of practice this includes (but is not exclusive to) assessing, diagnosing and treating patients within a multidisciplinary team. Planning and problem solving appropriately. Providing education and counselling to patients, family and caregivers. Selecting, issuing and training in the appropriate use of assistive devices.	Appropriate qualification that allows for registration with HPCSA as either a Speech Therapist & Audiologist or Speech Therapist. Current registration with HPCSA as Speech Therapist & Audiologist or Speech Therapist.	7
<b>Grand Total</b>			<b>409</b>

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