



the dpsa

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2024

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### 1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

### 2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

### 3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

### 4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za).

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

- CLOSING DATE** : 19 August 2024
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

- POST 27/123** : **AGRICULTURAL ADVISOR: GARDEN ROUTE (RIVERSDALE) REF NO. AGR 30/2024**
- SALARY** : R376 413 per annum (Level 08)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body (Proof to be submitted); A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.
- DUTIES** : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.
- ENQUIRIES** : Mr C Lamberts Tel No:(044) 803 3757

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 August 2024
- 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

<b><u>POST 27/124</u></b>	:	<b><u>DIRECTOR: BUSINESS REGULATION (OFFICE OF THE CONSUMER PROTECTOR) REF NO: DEDAT 23/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 216 824 per annum (Level 13), all-inclusive salary package
	:	Department of Economic Development and Tourism, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	A postgraduate qualification (NQF level 8) LLB as recognised by SAQA or equivalent; At least 5 years middle management experience. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; People Management and Empowerment; Financial Management.
<b><u>DUTIES</u></b>	:	Manage the Office of the Consumer Protector; Strategic Management (including change management; People Management: Financial Management.
<b><u>ENQUIRIES</u></b>	:	Mr. Rashid Toefy Tel No: (021) 483 9291

#### DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

<b><u>CLOSING DATE</u></b>	:	19 August 2024
<b><u>NOTE</u></b>	:	Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

<b><u>POST 27/125</u></b>	:	<b><u>ASSISTANT DIRECTOR: ELECTRONIC RECORDS MANAGEMENT REF NO: CAS 38/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R444 036 per annum (Level 09)
	:	Department of Cultural Affairs and Sport, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year B-Degree (equivalent or higher qualification) majoring in Information Management Systems; A minimum of 5 years relevant electronic records management experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Qualification in Archives and Records Management. Knowledge of managing electronic records, database and systems. Competencies: Knowledge of the

following: World Heritage Convention; Processes of the World Heritage Centre; Operations of the South African World Heritage Committee; National Heritage Resources Act and related legislation, regulations, and prescripts; Indigenous knowledge systems; Understanding of the South African World heritage sector. Skills needed: Relating and Networking; Analysing; Delivering Results and Meeting Customer Expectations; Working with People; Persuading and Influencing; Presenting; Communicating (Written and verbal); Report writing; Applying Expertise and Technology; Computer literacy in MS Office Package. Ability to work independently and as part of a team.

**DUTIES** : Management and administration of the E-Records Management Division; People management; Approval of electronic records management systems; Development and maintenance of electronic records management systems; Audits of electronic records management systems; Guides and directives: Compilation and updating of electronic records management.

**ENQUIRIES** : Mr M Mazibuko Tel No: (021) 483 0402

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/126** : **ADMINISTRATIVE OFFICER: SELECTION SUPPORT REF NO: CAS 39/2024**

**SALARY** : R308 154 per annum (Level 07)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Recommendation: Advanced Microsoft Excel work experience; Computerised Library Management System work experience, eg. SLIMS. Competencies: Knowledge in the following: Planning and Organising; Adhering to Principles and Values; Skills in the following: Leading and supervising; Numeracy; Literacy; Computer literacy - especially MS Office Package: Excel (advanced), Word, Outlook, Microsoft Teams); Language skills; Delivering Results and Meeting Customer Expectations; Following Instructions and Procedures; Writing and Reporting; Working with People; Deciding and Initiating Action; Achieving Personal Work Goals and Objectives; Applying Expertise and Technology; Coping with Pressures and Setbacks; Relating and Networking.

**DUTIES** : Supervision and training of Selection Support staff; Manage the administrative aspects of the participative library material selection process; Maintain the allocation of library material; Oversee the appro section; Provide support for the professional review of library material; Perform office administration duties.

**ENQUIRIES** : Mr S Jonck Tel No: (021) 483 5475

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/127** : **GROUNDSMAN: CULTURAL CENTRE (KOEKENAAP) REF NO: CAS 21/2023 R2**

**SALARY** : R131 265 per annum (Level 02)

**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government

**REQUIREMENTS** : Basic literacy and numeracy (ABET). Recommendation: Relevant experience in maintenance of buildings and usage of equipment; Working overtime during the week and weekends to assist with requests from clients - (via booking of the facilities); A valid code B (or higher) driving license; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: A good understanding of the following: Time management; Interpersonal interaction; Skills in the following: Basic skills in repairs to plumbing and electricity; Proficient with operating tractors and power tools; Communication skills (written and verbal); Ability to follow verbal and written instructions; Ability to work independently and as part of a team.

**DUTIES** : Upkeeping, cleaning and maintenance of buildings; Maintenance of the grounds (lawns, trees, plants and flower beds); Usage and safekeeping of equipment and tools; Inspects and identifies equipment or machines in need of repairs; Perform general repairs that do not require specialised expertise or a specialised technician; Proper usage of chemicals and cleaning agents; Interaction with clients booking and using the amenities of the cultural facilities.

**ENQUIRIES** : Ms L Jephtha Tel No: (021) 483 9722

- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : To apply submit you application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 19 August 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 27/128** : **SPECIALISED ENVIRONMENTAL OFFICER: AIR QUALITY MONITORING REF NO: EADP 12/2023 R1**
- SALARY CENTRE** : R472 812 per annum, (OSD as prescribed)  
Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Environmental Management or Physical / Natural Sciences or Engineering (or an equivalent qualification); A valid Code B driving license. Recommendation: Working knowledge and relevant experience of the following: Environmental Management, Integrated Environmental Management, particularly Air Quality Management; Air Quality Monitoring; Environmental Legislation; Compliance and Enforcement and Project Management / Planning. Competencies: Knowledge of the following: Environmental Management (air quality management, integrated environmental management; pollution management; regulatory services); Air Quality Management Systems (e.g. air quality monitoring network, atmospheric emission licensing, air quality management planning, etc.); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA; NEM: AQA); Environmental legislation (e.g. NEMA, NEM: AQA). Skills in the following: Communication (written and verbal); General Office / Administration: Supervisory and Mentoring, Budgeting and Financial Management; Excellent research and report writing skills, including the ability to analyse, interpret and respond to scientific and technical reports; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team.
- DUTIES** : Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. Atmospheric Emissions Licensing, Emissions Inventory, Dispersion Modelling; Air Quality Management Planning, information management and capacity building); Provide specialist advice and technical expertise and assistance with respect to the operation and maintenance of an air quality monitoring network; Provide specialist inputs on

compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM: AQA); Provide support and input to all financial management, human resource management, administrative and strategic planning and related functions.

- ENQUIRIES** : Mr B Parker Tel No: (021) 483 8368
- POST 27/129** : **SPECIALISED ENVIRONMENTAL OFFICER: POLLUTION AND CHEMICALS MANAGEMENT REF NO: EADP 08/2024**
- SALARY** : R472 812 per annum, (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate Honours Degree in Physical/Natural/Environmental Sciences/Management or Chemical/Environmental Engineering or related; A valid (Code B) driving license. Recommendation: Relevant environmental management experience (including integrated water resource and pollution management); Working knowledge and experience in the following: Project management; Environmental legislation, policies and regulations, including integrated pollution management and water resource management; Environmental management, Environmental Impact Management, and Pollution and Chemicals Management; Riparian rehabilitation, water sensitive design and/or nature-based solutions. Competencies: Knowledge of the following: Environmental legislation (e.g. NEMA); Environmental Management (that includes integrated environmental management and pollution management); Compliance Monitoring and Enforcement, with respect to statutory obligations (e.g. NEMA); Interpretation and analysis of water quality data and pollution information; Chemicals management and international conventions; Sampling procedures and protocols; Principles of water sensitive design, nature based solutions and/or riparian rehabilitation). Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); GIS skills favourable; Excellent research and report writing skills which include technical/scientific reports as well as submissions for approval; Excellent and diverse communication and report writing skills at all levels; General office administration; Ability to work independently and as part of a team.
- DUTIES** : Support the promotion, development and implementation of riparian rehabilitation initiatives and interventions in the respective catchments; Liaise with stakeholders to strengthen partnerships in order to promote, co-ordinate and upscale riparian rehabilitation interventions, water sensitive design and nature-based solutions; Provide specialist and technical comment, advice and guidance on environmental and water resource management matters including policy and technical reports (e.g. impact assessment reports) to organs of state and other stakeholders regarding pollution and chemicals management; Conduct compliance monitoring and enforcement to improve environmental quality; Conduct compliance monitoring and enforcement with regard to pollution investigations and management to improve environmental quality; Assist with financial and general office management.
- ENQUIRIES** : Ms Natasha Davis-Wolmarans Tel No: (021) 483 4656

#### **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 27/130** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (PSYCHIATRY)**  
Chief Directorate: Metro Health Services
- SALARY** : R1 976 070 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Valkenberg Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in General Psychiatry. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid driver's licence and willingness to travel to meet service needs. Ability to work overtime. Competencies (knowledge/skills): Health Service Management Experience. Appropriate experience in teaching, training and supervision of students, Registrars and Medical Staff. Appropriate experience in conducting and supervising research, as demonstrated by publications and graduated masters/doctoral students. Appropriate management experience in clinical services.

- DUTIES** : Head the Clinical Psychiatric services of Valkenberg Hospital and provide clinical leadership (strategic planning, monitoring, and evaluation) and supervisory management of the Department. Serve as Head of the Division of Adult General Psychiatry. -Responsible for the development and maintenance of high-quality, evidence-based psychiatric assessment and treatment and support the integration of services within Valkenberg Hospital. Support psychosocial rehabilitation services within the institution and work closely with the rest of the clinical heads of departments within Valkenberg. Coordinate and support psychiatric and mental health services to the sub-districts that form part of the Valkenberg Catchment Area Service Platform. Provide an effective psychiatric consultation service and outreach to the sub-districts that form part of the Valkenberg Catchment Area Service Platform. Responsible to the Head of the Department of Psychiatry of the University of Cape Town (UCT) for academic activities at Valkenberg Hospital including training and supervision of students and postgraduates affiliated with the university. -Head a major Departmental Committee such as the Registrar Training Committee or the Undergraduate Committee. Perform appropriate clinical or operational research and conduct and supervise research activities. Accountable to the CEO of Valkenberg Hospital for the performance of clinical services, and the management of human and financial resources at the Hospital. Accountable to the Head of Division Psychiatry, University of Cape Town for academic key performance activities.
- ENQUIRIES** : Ms C Goliath Tel No:(021) 826-5786
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other Head Clinical Unit: Psychiatry posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert.
- CLOSING DATE** : 12 August 2024
- POST 27/131** : **MEDICAL SPECIALIST GRADE 1 TO 3 (ANAESTHESIOLOGY) (X2 POSTS)**
- SALARY** : Grade 1: R1 271 901 per annum  
Grade 2: R1451 214 per annum  
Grade 3: R1 680 780 per annum  
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Tygerberg Hospital, Anaesthesiology (Parow Valley)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years of appropriate experience as a 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 Anaesthesiology. **Grade 3:** A minimum of 10 years of appropriate experience as a 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 Anaesthesiology. Inherent requirements of the job: Knowledge of medicine and anaesthesiology at the level of a specialist CME: personal continued medical education; keeping abreast with current ideas and medical literature. Dedication to patient safety.

		Ability to practise cost-effective medicine. Ability to work under pressure. Ability to “multitask” and supervise multiple locations. Competencies (knowledge/skills): Evidence of cross-disciplinary teamwork and excellent interpersonal relationships. Evidence of planning and execution of clinically relevant and impactful research projects as a Medical Specialist in Anaesthesiology. Evidence of ability to supervise registrars in Anaesthesiology, including preparation for their Fellowship examination in Anaesthesiology. Excellent communication skills.
<b><u>DUTIES</u></b>	:	Provide Perioperative Patient Care in the operating rooms and critical care units at the standards required of a Specialist Anaesthesiologist. Teaching and Lecturing of Anaesthesiology and Critical Care to Undergraduate students, Postgraduate students and Peers. Evaluation of students and peers. Staying abreast of the latest developments in the field of Anaesthesiology and Critical Care. Administration: Hospital and University-related administrative tasks. Research related to Anaesthesiology and Critical care, and related topics, which includes facilitating the research component required by registrars by the HPCSA for speciality registration and publishing in peer-reviewed, accredited journals.
<b><u>ENQUIRIES</u></b>	:	Prof S Chetty at <a href="mailto:seanchetty@sun.ac.za">seanchetty@sun.ac.za</a>
<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>	:	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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status”).
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/132</u></b>	:	<b><u>ASSISTANT MANAGER: PHARMACEUTICAL SERVICES (RADIO-PHARMACIST)</u></b>
<b><u>SALARY</u></b>	:	R1 036 599 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Nuclear Medicine, Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radiopharmacist. Registration with a professional council: Registration as a Radiopharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC together with registration as a Radiopharmacist with the SAPC. Inherent requirement of the job: Successful applicants must have the ability to ensure safe handling, storage, and disposal of radioactive materials to minimize radiation exposure to patients, healthcare workers, and the public. Competencies (knowledge/skills): Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radiopharmacy, radiochemistry, and pharmaceutical chemistry. Leadership, interpersonal, and organisational skills, ability to work in a team, and ability to maintain confidentiality. Ability to compile written protocols, instructions, and reports. Computer literacy, including a relatively high level of competence with MS Word, MS PowerPoint, and MS Excel. They should be able to communicate effectively and should be adept at problem-solving. The radiopharmacist is expected to adhere to high ethical standards and professional conduct in their practice, maintain patient confidentiality and promote the safe and appropriate use of radiopharmaceuticals.
<b><u>DUTIES</u></b>	:	Ensure effective Radiopharmacy service and supervision of Radiopharmacy personnel. Performing complex radiopharmaceutical synthesis and quality control procedures falling within the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Guiding Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally. The appointee will be responsible for ensuring the quality, purity, and efficacy of



radiopharmaceuticals through proper compounding, radiolabelling, and quality control measures and will be required to collaborate closely with nuclear medicine physicians, radiographers, and other healthcare professionals to ensure optimal patient care and safety.

- ENQUIRIES APPLICATIONS** : Prof J Warwick at [jw@sun.ac.za](mailto:jw@sun.ac.za)  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 16 August 2024
- POST 27/133** : **MEDICAL OFFICER GRADE 1 TO 3**  
Cape Winelands Health District
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum  
(A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Wellington CDC, Drakenstein Sub District  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC levels and Knowledge applicable to South African TB and HIV care guidelines. Comprehensive evidence-based, direct patient-centred Clinical Service Provision in the District Health Service and computer literacy (MS Excel, Word, Outlook etc.) and good interpersonal, organizational and teamwork skills. Ability to communicate (verbal and written). Ability and willingness to do outreach services to clinics throughout the Drakenstein Sub district (including Saron/Gouda), guiding healthcare colleagues in managing difficult PHC cases.
- DUTIES** : Provide quality outpatient care to patients in the Drakenstein Sub-district in Primary Healthcare facilities. Provide an Outreach and Support service to PHC facilities in the Drakenstein Sub district (including Saron & Gouda) Actively participate in skills transfer, training, and academic opportunities relevant to the post. Active involvement in the clinical governance of Drakenstein Sub district facilities as required.
- ENQUIRIES** : Dr P van Wyk (Medical Specialist) or Dr R Gaffoor (Clinical Manager) Tel No: (021) 877-400

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
- CLOSING DATE** : 16 August 2024
- POST 27/134** : **MEDICAL OFFICER: GRADE 1 TO 3 (PSYCHIATRY)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R949 146 per annum  
Grade 2: R1 082 988 per annum  
Grade 3: R1 253 415 per annum
- CENTRE** : Stikland Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. One year of relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willing and able to work shifts. Willing and able to participate in after-hours duties. Valid driver’s license. Competencies (knowledge/skills): Appropriate experience in Psychiatry. Excellent clinical assessment and management procedures. Excellent clinical skills in terms of consultation. Good professional attitude. Communication skills.
- DUTIES** : Provide comprehensive medical care to patients by diagnosing and treating illnesses, injuries, and other health conditions. Prescribe and manage treatment plans, including medication and therapies. Maintain accurate and detailed patient records. Refer patients to specialists or other healthcare providers when necessary. Complete the required CPD activities to maintain registration with the HPCSA. Participate in training and educational programs for healthcare professionals. Complete and submit required medical reports and documentation for legal and administrative purposes. Uphold the reputation and integrity of the medical profession.
- ENQUIRIES** : Prof L Koen Tel No: (021) 940-4570
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status). Candidate may be subjected to a

practical assessment The pool of applicants will be considered for other Medical Officer posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of advert.

- CLOSING DATE** : 16 August 2024
- POST 27/135** : **COUNCILLOR: GRADE 1 TO 3 (X2 POSTS)**  
Central Karoo District
- SALARY** : Grade 1: R675 450 per annum  
Grade 2: R769 347 per annum  
Grade 3: R868 662 per annum  
(A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Central Karoo District Office  
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Councillor. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Registered Councillor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Councillor. **Grade 2:** A minimum of 8 years of appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Councillor. **Grade 3:** A minimum of 16 years of appropriate experience as a Councillor after registration with the Health Professional Council (HPCSA) as Councillor. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend and conduct meetings and training sessions. Competencies (knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Computer literacy (i.e. MS Word, PowerPoint and Excel). Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressure environment.
- DUTIES** : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers, as part of the sub-district and district mental health teams.
- ENQUIRIES APPLICATIONS** : Ms J Nel Tel No: (023) 414-3590  
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** : 16 August 2024
- POST 27/136** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**  
Cape Winelands Health District
- SALARY** : R656 964 per annum
- CENTRE** : Klapmuts CC (X1 Post)  
Kylemore CC (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years of appropriate/recognisable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year

post-basic qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, and communication skills, and a strong sense of responsibility. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation and knowledge of Human Resources and financial policies. Computer literacy (MS Word and Excel).

**DUTIES** : Manage, control and act in all facets of Health, support, security, cleaning, Infection control and ground services, personnel matters, including supervision and Performance Management, Finances and Procurement. Implement policies, prescripts and protocols regarding the above-mentioned facets within the parameters of the Ideal clinic standards. Manage and plan to practice a holistic health service on a short/medium/long term basis. Render Clinical Services and organise a cost-effective service on a daily basis and participate in Community involvement. Ensure that all personnel undergo training according to their Individual Development and Performance Plans. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES** : Ms MM Muller Tel No: (021) 808-6108  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test and will be subjected to a Competency Assessment.

**CLOSING DATE** : 16 August 2024

**POST 27/137** : **CHIEF MEDICAL ORTHOTIST AND PROSTHETIST**  
 Chief Directorate: Metro Health Services

**SALARY** : R545 262 per annum  
**CENTRE** : Orthotic and Prosthetic Centre, Pinelands  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with HPCSA as a Medical Orthotist and Prosthetist. Registration with a professional council: Registration as a Medical Orthotist and Prosthetist with HPCSA. Experience: A minimum of three (3) years' experience in the Orthotics and Prosthetics field after registration with HPCSA. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Strong innovative, leadership, problem-solving, decision-making, negotiation- and conflict-resolution skills. Ability to think and function independently as well as in an interdisciplinary team. The ability to collect and critically analyze data and produce reports. Computer literacy skills with competency in MS Office package (MS Word, PowerPoint etc.)

**DUTIES** : Strategic and Operational Planning and coordination of Orthotics and Prosthetics and Orthopaedic Footwear services. Supervise all aspects of Human Resources and Orthotics and Prosthetics and Orthopaedic Footwear production. Participate in production work by Designing, measuring, manufacturing, fitting, repairing and adjusting all O & P devices. Financial and Supply Chain Management within resources and according to the prescripts. Provide and supervise the training of students MOPs and In-service trainees. Comprehensive clinical governance and Clinical Practice review, including the development and implementation of clinical protocols, guidelines, and SOPs. Liaison with internal and external stakeholders as required to enhance the continuity of care. Participate in MOP Centre meetings and perform duties delegated by the Facility Manager including acting position as Facility Manager.

**ENQUIRIES** : Mr. BJ Mlambo Tel No: (021) 531-5300  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Chief Medical Orthotist Prosthetist posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.

**CLOSING DATE** : 16 August 2024

**POST 27/138** : **THERAPEUTIC AND MEDICAL SUPPORT PROGRAMME CO-ORDINATOR: GRADE 1 (PACS/RIS)**  
Directorate: Information Management

**SALARY** : Grade 1: R545 262 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Registration with a professional council: Registration with the HPCSA as Diagnostic Radiographer. Experience: Grade 1: A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Medical Imaging domain knowledge is required, coupled with strong business orientation and broad experience in managing Information Management, Information Technology activities and medico-legal risks. Knowledge and experience in PACS/RIS Systems, solutions, and applicable international standards (DICOM, IHE, HL7). Knowledge and experience in CR and Digital imaging modalities and medical imaging workflow. It will be an advantage to have knowledge and experience in other Clinical digital systems. Knowledge of Vendor Neutral Archive systems. Excellent communication skills, to manage the change management process within the facility and to achieve full acceptance of the systems after clinical go-live, with all users and relative parties. Good people management skills and a positive attitude towards working co-operatively with colleagues and stakeholders at all levels of authority. Knowledge and experience in project management processes and methodologies. Knowledge of information technology relating to clinical environments. Knowledge of SLA management and uptime agreements.

**DUTIES** : Project manage small medium and large facilities for planning, implementation, controlling, monitoring and closure. Manage the PACS/RIS/VNA and other clinical programmes for the province in its central, regional and large district hospitals; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to the RIS and other clinical systems in designated healthcare facilities. Ensure integration of the RIS or other clinical systems with the HIS system and coordinate of the implementation. Prepare the sites (including server rooms and technical infrastructure) and install the PACS/RIS and/or other clinical solutions. Manage and support all technical aspects of PACS/RIS and the Vendor Neutral Archive. Manage and support all technical aspects of Clinical digital systems. Manage and support all aspects of PACS RIS contracts and the uptime agreements. Monitor the effective and efficient functioning of PACS/RIS within the Western Cape including the Vendor Neutral Archive. Monitor the effective and efficient functioning of Clinical digital systems within the Western Cape.

**ENQUIRIES** : Ms DJ Purdy Tel No: +27 (0) 823736049  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 16 August 2024

**POST 27/139** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPERATING THEATRE) (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
**CENTRE** : New Somerset (X2 Posts)  
Mitchell's Plain Hospitals (X1 Post)  
**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Operating theatre technique, which allows registration with SANC. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as

a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Operating Theatre after obtaining the 1-year post-basic qualification in the relevant speciality. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Competencies (knowledge/skills): Experience and knowledge in theatre. Computer skills (MS Office).

**DUTIES** : Provide safe and comprehensive care to patients in the theatre. Provision of optimal, holistic specialised care with set standards within a professional/legal framework. Ensure adherence to the principles of IPC practices in the theatre. Ensure accurate record-keeping for statistical and legal purposes. Support and supervise students and subordinates in theatre. Effective management and utilization of resources Knowledge of Major Incident Disaster Plan.

**ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6485

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

**NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Medical and Surgical Nursing Science: Operating Theatre Nursing. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date.

**CLOSING DATE** : 16 August 2024

**POST 27/140** : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PHC) (NIMART TRAINING)**  
West Coast District  
(1 Year Contract)

**SALARY** : Grade 1: R451 533 per annum

Grade 2: R553 545 per annum

**CENTRE** : West Coast District Office

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the SANC as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1 year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (i.e. R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one-year post-basic qualification with the SANC. Inherent requirement of the job: A valid (code B/EB/C1) driver's licence. Willingness to travel across the district. Willingness to be trained as a NIMART mentor. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Ability to transfer clinical experience, knowledge and skills. Computer skills (MS Office Excel, PowerPoint and Word).

**DUTIES** : Coordinate facilitate learning opportunities for Registered Professional Nurses in NIMART. Coordinate and facilitate the in-service training and updating of skills in TB HIV integration. Evaluate and assess the competencies and skills of nursing personnel. Perform all related administrative tasks.

**ENQUIRIES** : Ms A Kogana Tel No: (022) 814 0348 / 0349

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

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

- CLOSING DATE** : 16 August 2024
- POST 27/141** : **CLINICAL NURSE PRACTITIONER GRADE 1 AND 2 (PRIMARY HEALTH CARE)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE** : Protea Park Community Day Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid driver's licence (Code B/EB) and willingness to drive a mobile clinic. Willingness to work overtime when necessary and willing to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Basic computer skills in MS Word, Excel, and Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Manage and provide clinical comprehensive PHC service. Plan and implement Health Promotion and Prevention activities in the facility and community. Link with the community structures and NPO's. Collect data and submit reports on or before time. Manage human resources under supervision.
- ENQUIRIES** : Ms. L Appollis Tel No: (021) 202-0954
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care. The pool of applicants will be considered for other vacant Clinical Nurse Practitioner posts within the Chief Director Metro Health Services, for a period of 3 months from the date of advert.
- CLOSING DATE** : 16 August 2024
- POST 27/142** : **COMPLIANCE ADVISOR (MANAGEMENT)**  
Directorate: Financial Accounting (Based at Stikland Hospital)
- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Cape Town (Capacity Development)
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Accounting or Auditing. Experience: Appropriate experience and knowledge in Finance, Supply Chain Management and Auditing. Appropriate experience in effective assessment and monitoring of processes of compliance and risk management. Appropriate experience in analysing data and drawing conclusions. Appropriate experience in performing process mapping on internal controls. Appropriate experience in assessing transactions in line with Financial and SCM prescripts. Appropriate experience in effective management of staff. Appropriate experience in the key performance areas of the job. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel across the Western Cape. Competencies (knowledge/skills): Knowledge of operational requirements pertaining to assets, inventory, warehousing, irregular expenditure, commitments, and

accruals, as well as the relevant reporting requirements. Knowledge of AFS processes. Knowledge of LOGIS or SYSPRO. Knowledge of internal controls and compliance management with the ability to draft process maps. Presentation and report-writing skills. Computer literacy with extensive experience in Microsoft Excel.

- DUTIES** : Execute interventions at Health institutions to ensure the credibility and correctness of AFS Notes. Generate samples for staff based on risk. Identify cases of non-compliance with legislation and policies at institutions. Formal and informal training of staff at institutions. Presentation of findings at various management meetings. Perform quality checks and provide guidance and support to staff. Perform ad hoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identify risks and implementation of appropriate internal controls. Identify irregular, fruitless, and wasteful expenditures. Evaluate expenditure against laws and regulations to ensure compliance. Draft Standard Operating Processes with regard to Finance and Supply Chain Management best practices. Manage staff.
- ENQUIRIES** : Mr A. Moya Tel No: (021) 940-8725
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 16 August 2024

**POST 27/143** : **OCCUPATIONAL THERAPIST: GRADE 1 TO 3 (NEUROLOGY, NEUROSURGERY AND ADULT PSYCHIATRY)**

- SALARY** : R376 524 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum Educational Qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as an Occupational Therapist. Experience: **Grade 1:** None after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of RSA-qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): -Excellent clinical skills in the areas of neurology and psychiatry. Computer literacy. Wheelchair assessment, prescription, and provision. Splinting skills. Sound knowledge of relevant provincial and national legislation. Good interpersonal, organizational, and planning abilities. Able to work well within a team and cope with the demands of a high-pressure, fast-paced working environment.

- DUTIES** : Provision of OT student training. The successful candidate will be required to deliver an effective and efficient occupational therapy service in the above-mentioned clinical areas that may include (but is not limited to) the following: Conducting comprehensive assessments and occupation-based treatment mostly in the areas of Neurology and Neurosurgery, but to cover in Psychiatry, when requested, as per operational requirements. Performing basic, intermediate, and advanced wheelchair assessments and seating for wheelchair users. Fabrication and prescription of various upper and lower limb splints. Prescribing assistive technology for relevant medical conditions. Executing appropriate discharge plans in accordance with departmental procedures Independent case management through attendance of ward-rounds and multi-disciplinary meetings (where applicable). Contribute to the progress and development of the clinical area. Contribute to the management of physical resources in the Occupational Therapy Department.



- ENQUIRIES APPLICATIONS** : Ms S Ngemntu Tel No: (021) 938-5062  
 Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
- CLOSING DATE** : 16 August 2024
- POST 27/144** : **INDUSTRIAL TECHNICIAN SUPERVISOR (CLINICAL ENGINEERING: DENTAL WORKSHOP)**  
 Directorate: Facilities and Infrastructure Management
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
 Head Office, Cape Town (Clinical Engineering Goodwood, Dental Section)  
 Minimum educational qualification: National Diploma in Electrical, Electronic, Mechanical or Mechatronics Engineering (T; S or N stream), or registration as an Engineering Technician in terms of the Engineering Profession of South Africa Act (Act 46 of 2000). Experience: Appropriate and advanced practical experience after qualification in dental equipment and desktop autoclave repairs. Appropriate experience and knowledge on the following are also recommended: Operating Lathe, milling machine, manufacturing spare parts, and all types of welding (Gas /Tig /Mig / Arc). Repairs to various mechanical instruments, and hydraulic and pneumatic systems. Dental X-ray and related equipment. Inherent requirement of the job: Valid driver's license (Code B/EB) and willingness to travel throughout the Western Cape Province. Competencies (knowledge/skills): Excellent ability to do fault-finding on dental equipment. Good written and verbal skills. Proven experience in computer literacy (i.e. MS Word, Excel). Product-specific technical training. Ability to compile technical specifications for spare parts and technical services required for listing on the ePS.
- DUTIES** : Carry out advanced maintenance, repairs, calibration, modifications and installations of medical (Dental) equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets the legal and safety requirements of the manufacturers and statutory bodies. Perform all required administrative functions in the dental department while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with clinical and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of the manager in charge of the relevant workshop.
- ENQUIRIES APPLICATIONS** : Mr A Moelich Tel No: (021) 590-5007  
 Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 16 August 2024
- POST 27/145** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**  
 Overberg District
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
 Overberg District Office  
 Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue and NPI payments and expenditure management. Inherent requirement of the job: A valid (code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS as well as good organisational, managerial, and leadership skills and an aptitude for working with financial figures. Computer literacy and thorough knowledge of computer systems (Excel, BAS, Clinicom and Account Receivable).
- DUTIES** : Responsible for the overall management of all Finance, Revenue and NPI Management functions and ensuring the effective and efficient application of

policies and processes within the Overberg District. Preparation of reports and assist with the compilation of the Annual and Interim Financial statements.

**ENQUIRIES** : Ms P Lamohr Tel No: (028) 214-5839

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

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

**CLOSING DATE** : 16 August 2024

**POST 27/146** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE)**

**SALARY** : R376 413 per annum

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in a Debt and Revenue Management/Hospital accounting environment. Appropriate experience in AR, Clinicom, and JAC. Appropriate supervisory experience. Inherent requirement of the job: Willingness to rotate within Finance Section and relieve colleagues. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to plan, organize and prioritize responsibilities. Ability to work under pressure, independently, and meet timeframes. Good management skills with analytical abilities. Good interpersonal and labour relations abilities. Knowledge of Hospital Fees Memorandum Chapter 18, UPFS, BAS, HIS, Clinicom, Accounts. Receivable (AR) System, JAC, and Finance Instructions. Computer literacy (Microsoft Office). Strong sense of confidentiality and trustworthiness. Knowledge of Budgeting, PFMA, Treasury, and Finance Instructions.

**DUTIES** : Manage the operational duties of the Hospital Fees Department (General, Medical Aid, and Case Management). Manage the financial transactions (HIS, BAS, Cash Management, Credit Balance, and JAC). Debt Manage Patient Fees (Irrecoverable Debt Relief Delegations). Revenue Manage Patient Fees (EDI, Follow-up medical aid and non-medical aid invoices, RAF, Foreign Patients, Research Patients, and State Departments) in line with Hospital Fees Manual Chapter 18 and related Finance Instructions. Human Resource Management. Respond to Audit requests and findings. Ensure audit compliance. Client Liaison and Information Management: Interpretation, communication, and implementation of Finance Instructions. File Management and destruction of State records. Attending meetings/forums.

**ENQUIRIES** : Mrs. HJ van Graan Tel No: (021) 658-5007

**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 will be required to complete a practical test.

**CLOSING DATE** : 16 August 2024

**POST 27/147** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**  
West Coast District

**SALARY** : R376 413 per annum

**CENTRE** : Vredenburg Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate People Management & Development, People Strategy, Supervisory and PERSAL experience. Inherent requirement of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Computer skills (MS Office, Word, Excel and PowerPoint).

**DUTIES** : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office

including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

- ENQUIRIES APPLICATIONS** : Mr Riaan van Staden Tel No: (022) 487-9208
- NOTE** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.  
16 August 2024
- POST 27/148** : **SOCIAL WORKER GRADE 1 TO 4**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R308 427 per annum  
Grade 2: R376 416 per annum  
Grade 3: R 452 667 per annum  
Grade 4: R554 919 per annum
- CENTRE REQUIREMENTS** : Western Cape Rehabilitation Centre  
Minimum educational qualification: Appropriate bachelor's degree in social work or equivalent qualification. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of payment of registration for 2024/2025. Experience: **Grade 1:** No experience. **Grade 2:** A minimum of 10 years of appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 3:** A minimum of 20 years of appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. **Grade 4:** A minimum of 30 years of appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Inherent requirement of the job: A valid driver's licence. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (MS Word, Excel, and PowerPoint) and e-mail (Outlook) Knowledge and insight into relevant legislation and policy related to social work service in the public sector. Good report writing, interpersonal, leadership and planning skills. Ability to work independently and within an interdisciplinary team to achieve functional outcomes for the clients. Knowledge and understanding of illness and disease, human behaviour, and social systems within a hospital setting. Social work experience in a health environment.
- DUTIES** : Provision of comprehensive, client-centred specialized social work services in the field of Rehabilitation. Utilize and manage resources (Finance, Estate, and IT) with a focus on cost containment. Participate in training and development of staff and research activities. Assist with the achievement of departmental and organizational goals. Liaison with Macro- and Microenvironment.
- ENQUIRIES APPLICATIONS** : Ms R Gabriels Tel No: (021) 370 2349
- NOTE** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : Shortlisted candidates will be subjected to a practical assessment. 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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)". The pool of applicants will be considered for other Social Worker posts within the Chief Directorate: Metro Health Services for a period of 3 months from the date of the advert.
- CLOSING DATE** : 16 August 2024

**POST 27/149** : **ADMINISTRATIVE OFFICER SUPPLY CHAIN MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R308 154 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in a Supply Chain Management warehouse/ stores and assets environment. Appropriate LOGIS experience. Appropriate Electronic Procurement experience. Competencies (knowledge/skills): Computer skills in the MS Office package. Ability to function independently as well as in a multi-disciplinary team. Communication and interpersonal skills. Sound knowledge of the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations, Accounting Officer System of the Department of Health and Wellness, Supply Chain Management delegations and instructions and other applicable policies. Sound theoretical knowledge of Supply Chain and Asset Management in warehouse and assets functions/ modules on Logis.

**DUTIES** : Manage and effectively coordinate the Supply Chain Management (Warehouse) department and Transit area. Responsible for Demand and Acquisition management. Ensure stock and asset counts take place as per Supply Chain Management prescripts, including IFS & AFS. Ensure healthy stock turnover/stockouts & manage the 0-9 files. Responsible to manage and effectively coordinate the Asset Management department as well as Asset Register maintenance. Manage Disposal Management and gifts & donations. Accurate and timely monthly reporting and compliance monitoring as per Supply Chain Management guidelines in the warehouse, transit and assets departments. Render support to supervisor and manage warehouse & asset staff. Efficient and effective management of the Human Resource Management processes in the Warehouse and Asset Management Departments.

**ENQUIRIES** : Ms. L. Jasson Tel No: (021) 402 6591  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Administrative Officer: SCM posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of the advert.

**CLOSING DATE** : 16 August 2024

**POST 27/150** : **FOOD SERVICES MANAGER**

**SALARY** : R308 154 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: A three-year degree/Diploma or equivalent in Food Service Management or Hospitality Services. Experience: Appropriate experience in the Food Services environment. Inherent requirements of the job: As the Food Services Component renders a 7-day week function successful candidate will be required to work shifts at weekends and public holidays. Good communication skills. Competencies (knowledge/skills): Computer literacy, problem-solving, decision-making, time management, presentation and managerial skills. Sound numerical skills.

**DUTIES** : Manage the Food Service Unit: 24 hours per day and 7 days per week on a rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage /Administer human physical and financial resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocols.

**ENQUIRIES** : Ms R Keyser Tel No: (021) 938-4135  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 12 August 2024

<b><u>POST 27/151</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum (Plus, a non-pensionable rural allowance of 8% of your annual basic salary is payable.)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ladysmith CDC, Kannaland Sub-district, Ladysmith (WC) Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years of appropriate recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years of appropriate recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Excellent communication with community and interpersonal communication skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Basic computer skills in MS Word, Excel and Outlook.
<b><u>DUTIES</u></b>	:	Provide Holistic nursing care to primary healthcare patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislation. Effective utilization of human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training research and data management. Provide Support to Nursing Services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Labuschagne Tel No: (028) 5511-010 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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/152</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: SCHOOL HEALTH)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Drakenstein Sub-district 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. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A minimum of 20 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work after hours and to travel as required. Valid (Code B/EB) driver's licence. Competencies

- (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Ability to communicate (verbal and written).
- DUTIES** : Provide clinical school health services to learners with parental consent in schools, i.e. health assessment, immunisation & deworming. Participate in campaigns. Support the CCW and the teacher as part of the team within the school environment as well as the professional nurse in special schools. Support the PHC facility with the rendering of a youth-friendly service after school hours and during school holidays. Monitor referrals and link with community structures. Monitor and Evaluate the Program, data management and reporting.
- ENQUIRIES** : Ms J Bosch Tel No: (021) 862-4520
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 16 August 2024
- POST 27/153** : **PROFESSIONAL NURSE GRADE 1 TO 2 (GENERAL NURSING) (FEMALE WARD)**  
Garden Route District
- SALARY** : Grade 1: R307 473 (PNA2) per annum  
Grade 2: R375 480 (PNA3) per annum  
Grade 3: R451 533 (PNA4) per annum  
(Plus, non-pensionable rural allowance of 8% of your annual basic salary)
- CENTRE** : Oudtshoorn Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** None after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Excellent communication skills (both written and verbal).
- DUTIES** : Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationships with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
- ENQUIRIES** : Mr CB Olivier Tel No: (044) 203-7203
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status”).
- CLOSING DATE** : 16 August 2024

<b><u>POST 27/154</u></b>	:	<b><u>EMS PARAMEDIC GRADE 1 TO 4</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emergency Medical Services, Garden Route Minimum educational qualifications: <b>Grade 1:</b> Successful completion of the Critical Care Assistant (CCA) programmes that allow registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. <b>Grade 2:</b> Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 3:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic or B Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. <b>Grade 4:</b> Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic or B Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as a Paramedic (CCA). Grade 2: Registration with the HPCSA as a Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as a Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as a Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as a Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as a Paramedic (CCA). None after registration with the HPCSA as a Paramedic with National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as a Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP– None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as a Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP’s -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code C1 driver’s license. Valid professional driver’s permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.
<b><u>DUTIES</u></b>	:	Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own well-being.
<b><u>ENQUIRIES</u></b>	:	Mr J Jansen, (District Manager – Garden Route) - Tel No: (044) 802 2500 / Ms L. Jacobs Tel No: (044) 802 2521
<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>	:	Shortlisted candidates will be expected to undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/155</u></b>	:	<b><u>EMS PARAMEDIC GRADE 1 TO 4</u></b> Chief Directorate: Emergency and Clinical Support Services
<b><u>SALARY</u></b>	:	Grade 1: R304 617 per annum Grade 2: R376 596 per annum Grade 3: R461 625 per annum Grade 4: R540 537 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Emergency Medical Services, Metropole (Northern, Southern, Eastern) Minimum educational qualifications: <b>Grade 1:</b> Successful completion of the Critical Care Assistant (CCA) programmes that allow registration with the

Health Professions Council of South Africa (HPCSA) as a Paramedic. **Grade 2:** Successful completion of the Critical Care Assistant programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 3:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic or B Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. **Grade 4:** Successful completion of the Critical Care Assistant (CCA) programme or a Recognized National Diploma that allows registration with the HPCSA as a Paramedic or B Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. Registration with a professional council: Grade 1: Registration with the HPCSA as a Paramedic (CCA). Grade 2: Registration with the HPCSA as a Paramedic with CCA or National Diploma. Grade 3: Registration with the HPCSA as a Paramedic with CCA or National Diploma or ECP. Grade 4: Registration with the HPCSA as a Paramedic with CCA or National Diploma or ECP. Experience: Grade 1: None after registration with the HPCSA as a Paramedic (CCA). Grade 2: 7 years after registration with the HPCSA as a Paramedic (CCA). None after registration with the HPCSA as a Paramedic with a National Diploma. Grade 3: Registered Paramedic (CCA) - 14 years after registration with the HPCSA as a Paramedic. Registered Paramedic (NDip) - 7 years after registration with the HPCSA as a Paramedic. Registered ECP - None. Grade 4: Registered Paramedic (CCA) - 24 years after registration with the HPCSA as a Paramedic. Registered Paramedic (NDip) - 17 years after registration with the HPCSA as Paramedic. Registered ECP's -10 years after registration with the HPCSA as an ECP. Inherent requirement of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Physical and mental fitness. Competencies (knowledge/skills): Good communication and interpersonal skills. Excellent knowledge of all levels of emergency care protocols within the scope of the registration category. Computer literacy and skills.

**DUTIES** : Provide quality and efficient roadside-to-bedside definitive emergency care within defined emergency time frames within and across geographic and clinical service platforms. Make use of all communication tools as provided by the Employer to facilitate safe communication in relation to patient care protocols. Effectively maintaining Admin Function: complete manual and electronic patient care reports and trip authority log sheets. Maintenance of Emergency Vehicles and Equipment. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Provide effective support to the supervisor and participate in own well-being.

**ENQUIRIES** : Mr. A Hickey (District Manager - Northern) Tel No: (021) 508 4508, Mr M Solomons Tel No: (021) 830-1149, Mr. LM Mdzeke (District Manager - Southern) Tel No: (021) 374-2316  
Ms K Ndiki Tel No: (021) 374- 2316, Mr. M Petersen (District Manager - Eastern) Tel No: (021) 816- 8806, Ms N Mlatsha, Tel No: (021) 816 8807

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

**NOTE** : Shortlisted candidates will be expected to undergo a practical assessment.

**CLOSING DATE** : 16 August 2024

**POST 27/156** : **ARTISAN PRODUCTION (ELECTRICAL)**  
Chief Directorate: Metro Health Services

**SALARY** : R230 898 per annum  
**CENTRE** : Mowbray Maternity Hospital  
**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid Code EB/EC driver's licence. Perform standby duties and overtime as required. Competencies (knowledge/skills): Extensive knowledge in the electrical field especially in maintenance and repairs. Keeping abreast with new techniques and materials. Knowledge of the Occupational Health and Safety Act. Computer literacy (MS Word and Excel). Supervisory skills. Ability to write reports.



**DUTIES** : Perform routine inspections, general repairs, and maintain buildings. Assist in managing outsourced contracts and drawing up minor contract specifications. Assist with the control of the workshop budget, and stocktaking, ensure safekeeping and ordering of tools and materials. Assist with the Human resource management of staff, compilation of reports, statistics, and general administration. Assist with supervising the artisan assistant, tradesman aids and interns and manage the Disciplinary Procedures.

**ENQUIRIES** : Mr K Mubita Tel No: (021) 659-5582  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates will be subjected to a practical/written and oral assessment. No payment of any kind is required when applying for this post. The pool of applicants will be considered for other vacant Artisan Production posts within the Chief Directorate: Metro Health Services, for a period of 3 months from the date of advert.

**CLOSING DATE** : 16 August 2024

**POST 27/157** : **TELKOM OPERATOR**

**SALARY** : R183 279 per annum  
**CENTRE** : Red Cross Wars Memorial Children's Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook).

**DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Handling of PABX system. Monitor, place and record all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Check that the pager system and broadcasting system is functioning properly. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

**ENQUIRIES** : Ms M Coetzee Tel No: (021) 658-5407  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**CLOSING DATE** : 16 August 2024

**POST 27/158** : **NURSING ASSISTANT: GRADE 1 TO 3**  
Central Karoo District

**SALARY** : Grade 1: R165 177 per annum  
Grade 2: R192 675 per annum  
Grade 3: R227 070 per annum

**CENTRE** : Prince Albert Hospital  
**REQUIREMENTS** : Minimum educational qualification: Qualification that allows registration with the South African Nursing Council (SANC) as a Nursing Assistant. Registration with a professional Council: Registration with the SANC as a Nursing Assistant. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, night duty, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently, but also as part of a team.

**DUTIES** : Provide quality basic nursing care. Provide elementary clinical nursing care. Assist Patients with activities of daily living which includes Patient Hygiene, Nutritional status, mobility, and elimination needs. Maintaining professional growth, Ethical standards, and Self-development. Record Keeping.

**ENQUIRIES** : Ms S Frieslaar Tel No: (023) 814-2982  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates will be required to undergo 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." 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 a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/159</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Radie Kotze Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines. Appropriate experience in a Health environment.
<b><u>DUTIES</u></b>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilization of resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T J Fredericks Tel No: (022) 814-0462 / (022) 913-1180 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>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/160</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (CHRONIC WARD/TB WARD) (X2 POSTS)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Cape Winelands TB Centre Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years of appropriate/recognisable nursing experience after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years of appropriate/recognisable nursing experience after registration with SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in a multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<b><u>DUTIES</u></b>	:	Provide quality basic care by assisting with activities of daily living. Provide elementary clinical nursing care. Maintaining professional growth, ethical standards and self-development. Record keeping.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr NL Mahashe Tel No: (023) 348 -1311 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 required to undergo 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." 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 a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/161</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Stikland Hospital Minimum educational qualifications: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the SANC as Nursing Assistant. Experience: <b>Grade 1:</b> None <b>Grade 2:</b> A minimum of 10 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years of appropriate/ recognisable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirement of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Competencies (knowledge/skills): Knowledge of nursing care and procedures, nursing statutes, and other relevant legal frameworks. Must have good communication skills. Interpersonal skills.
<b><u>DUTIES</u></b>	:	To observe and attend to all basic needs of Psychiatric patients. To observe patients' behaviour and actions in wards and in seclusion. To observe and monitor vital signs of patients. To monitor and assist with intake of food, liquid, and excretion. Participation in appropriate personal/ professional development activities. Professional interaction with members of Public, other staff, and Departments at all times.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. S Fredericks Tel No: (021) 940-4416. 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 required to undergo 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." 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 a change in registration status)". The pool of applicants will be considered for other Nursing Assistant posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	16 August 2024
<b><u>POST 27/162</u></b>	:	<b><u>HOUSEHOLD AID</u></b>
<b><u>SALARY</u></b>	:	R131 265 per annum
<b><u>CENTRE</u></b>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospital or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Willingness to undergo formal and informal training. Competencies (knowledge/skills): Knowledge of Infection Control and Occupational Health and Safety. Good interpersonal skills with the rest of the multi-disciplinary team

as well as the public. Good communication and interpersonal skills. Ability to work in a team environment and independently.

**DUTIES** : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patients and parents' meal serving and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use of machinery, maintenance and safekeeping of consumables and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.). Assist in performing ad-hoc duties within the hospital.

**ENQUIRIES APPLICATIONS** : Ms L Chenga Tel No: (021) 658 5436 / Ms S Cupido, Tel No: (021) 658 5452

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

**CLOSING DATE** : No payment of any kind is required when applying for this post.  
16 August 2024

**POST 27/163** : **PORTER**

**SALARY** : R131 265 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a health sector porter service. Inherent requirements of the job: Willingness to work shifts and ability to report for duty at 6:30 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good communication and interpersonal skills.

**DUTIES** : Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to and from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning wheelchairs, trolleys and blood hampers.

**ENQUIRIES APPLICATIONS** : Ms CB Johnson Tel No: (021) 938-5327

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

**CLOSING DATE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.  
16 August 2024

**POST 27/164** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY) (SESSIONAL) (16 SESSIONS)**  
Cape Winelands Health District

**SALARY** : Grade 1: R612 per hour  
Grade 2: R698 per hour  
Grade 3: R809 per hour

**CENTRE** : Stellenbosch Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Obstetrics and Gynaecology. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Valid SA driver's (Code B/EB) licence.

**DUTIES** : Render an efficient and cost-effective antenatal ultrasound service. Management and appropriate referral of high-risk antenatal patients to the next level of care. Training and capacity building of junior medical officers. Ensure

		effective communication with all relevant clinical stakeholders to ensure linkage to care. Ensure the rational use of resources.
<b><u>ENQUIRIES</u></b>	:	Dr D Theron Tel No: (023) 348-81301
<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>CLOSING DATE</u></b>	:	16 August 2024
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>POST 27/165</u></b>	:	<b><u>MEDICAL OFFICER: GRADE 1 TO 3 (EC- SESSIONAL16 HOURS P/WEEK)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R457 per hour Grade 2: R521 per hour Grade 3: R603 per hour
<b><u>CENTRE</u></b>	:	Vredenburg Hospital
<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 Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: <b>Grade 1:</b> None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, who are not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. <b>Grade 3:</b> A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Medical officer will be expected to be on-site for the full duration of their shift. Competencies (knowledge/skills): Knowledge to diagnose and skill to appropriately manage surgical, medical and mental health emergencies. Proficiency in HECTIS, ECCR, PACS, TRAKCARE.
<b><u>DUTIES</u></b>	:	Effective management of all patients in the emergency department. Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Appropriate referral and consultation to supporting institutions. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables, and equipment. Collaboration with EMS, SAPS, and forensic services as needed. Support to nursing staff in EC. Training or support of Interns and rotating medical students, EMS students. Assisting with after-hours emergencies in the other wards.
<b><u>ENQUIRIES</u></b>	:	Dr CG de Wet Tel No: (022) 709-7208
<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 to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status).
<b><u>CLOSING DATE</u></b>	:	16 August 2024

**POST 27/166** : **MEDICAL OFFICER GRADE 1 TO 3 (ANAESTHETICS) (SESSIONS 8 HOURS PER WEEK)**

Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R457 per hour  
Grade 2: R521 per hour  
Grade 3: R603 per hour

**CENTRE REQUIREMENTS** : George Regional Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA-qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign-qualified employees, who are not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 6 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA-qualified employees. A minimum of 11 years relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness and ability to work flexible hours (including weekends and public holidays). Competencies (knowledge/skills): Proven experience in principles of planning, organizing and implementation. Proven knowledge of public health policies, guidelines and related prescripts to manage resources effectively. Competent and willing to work across disciplines if required. Good communication skills (both written and verbal).

**DUTIES** : (key result areas/outputs): Ensure an efficient and cost-effective clinical service of high quality with a patient-centred focus and address the burden of disease in the Rural East Ecosystem. Ensure compliance by means of maintaining high-quality clinical records. Financial management by effective and efficient use of resources. Adhere to requirements for all HR matters and Code of Conduct.

**ENQUIRIES APPLICATIONS** : Dr BG Lenhard, Tel. No: (044) 802-4535  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"

**CLOSING DATE** : 16 August 2024

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 19 August 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries

person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 27/167** : **DEPUTY DIRECTOR: EPWP - COMPLIANCE MONITORING REF NO: DOI 110/2024**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices related to the department; Programme/project management; Research and planning procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Line functions and Departmental structure. Skills needed: Communication (written and verbal); Report writing and formulation; Planning and Organisational; Financial management; Economic, financial analyst; Strategic planning. Ability to interpret and apply policies.

**DUTIES** : Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned EPWP projects and goals; Manage information (data) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery, support transparency across all spheres of government; Manage the performance of assigned personnel to achieve key results areas (K. RAs) that derive from the sub-directorate workplans/project plans relating to EPWP; Collate and validate EPWP data received from stakeholders implementing EPWP projects in the Western Cape; Implement induction programmes for EPWP beneficiaries and project related stakeholders; Monitor and oversee the EPWP integrated grant to Departments and Municipalities; Render a comprehensive financial administrative support service to the Sub-Directorate; Provide input into strategic, budget and Departmental documents and processes.

**ENQUIRIES** : Ms P Jenniker Tel No: (021) 483 8551  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/168** : **PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE (IPSS) REF NO: DOI 09/2023 R6**

**SALARY** : Grade A: R833 499 - R889 158 per annum  
Grade B: R939 024 - R1 011 597 per annum  
Grade C: R1 068 342 - R1 254 282 per annum  
(Salary will be determined based on post registration experience as per OSD prescript).

**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate Engineering Degree [B Eng/BSc (Eng)] in Mechanical engineering; A minimum of 3-years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Recommendation: Mechanical Building Services Experience (General or Health related). Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure.

**DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES APPLICATIONS** : Mr I Haupt Tel No: (021) 483 6453  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/169** : **TOWN AND REGIONAL PLANNER: PRODUCTION GRADE A: SPECIAL PROGRAMS REF NO: DOI 114/2024**

**SALARY** : Grade A: R721 476 per annum, (OSD as prescribed).  
 : Grade C: R1 084 368 per annum, (OSD as prescribed).

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
 : An appropriate B-Degree in Urban/Town and Regional Planning or equivalent qualification; Compulsory registration with SACPLAN as a professional Planner on appointment; A minimum of 3-years post qualification Town and Regional Planning experience required; A valid Code B driving licence. Recommendation: Experience in Property Enablement, Property Development, and Public sector property release as well as in procedural planning, property planning and enablement, Project Management, Contract Management, and budget planning; Knowledge of relevant prescripts and policies. Competencies: Knowledge of the following: Program and Project Management; Financial Management; Change Management; Excellent communication (verbal and written); Strategic capability and leadership; People Management and empowerment. Application of relevant legislation/policies; Legal compliance; Skills needed: Interpret and apply relevant policies and procedures; Problem-solving; Communication (written and verbal); Proven computer literacy; Reliable and highly self-motivated and ability to work under pressure and meet strict deadlines.

**DUTIES** : Project Management and Co-ordination; Property enablement; Budget Planning and administration. Ensure the application of planning principles in land development; Procurement and contract management of professional service providers, including the preparation of technical specifications, procurement documentation and contract document; Human capital development (mentor, supervise, manage performance and facilitate skills and knowledge transfer and development); Office administration, budget planning and management, adherence to financial, SCM (Supply Chain Management) and human resource administration prescripts and reporting on all aspects of work; Research and development, including continuous professional development, identifying and undertaking areas of work requiring research, liaison with relevant bodies/councils on planning related matters

**ENQUIRIES APPLICATIONS** : Ms L Mabuntane Tel No: (021) 483 5788  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/170** : **PROJECT MANAGER: ROAD SYSTEM INFRASTRUCTURE REF NO: DOI 105/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Infrastructure, Western Cape Government



- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Project Management applicable courses; A minimum of 3 years' experience in information technology project management working environment; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Applicable certified courses in Project Management e.g., PMBOK certified or similar; Proficiency in MS Project or similar project management software; Proven experience in systems development life cycle; Exposure to government financial reporting and budgeting; Exposure to roads infrastructure. Competencies: Proven understanding of the following: Information and Communication Technology and other relevant legislation and policies; Application of monitoring and evaluation methods and tools; Budgeting and Financial Management; Project Management; Programming; Infrastructure planning and design; Network analysis; Contract management; Technical standards/ procedures; Human Resource matters. Skills needed: Communication (written and verbal); Strategic thinking; Data analytics; Organising; Research; Computer utilisation; Chairmanship; Decision making; Planning and co-ordination; Problem solving; Creativity; Conflict management; Analytical thinking; Technical analysis and reporting.
- DUTIES** : Plan, organise and control: Activities of project leaders, system analysts, developers and network technologists in: The development and/or implementation of computer-based systems; The design and/or implementation of network infrastructure technologies and/or projects; The customisation and/or implementation of outsourced information technology projects and the design /customisation and/or implementation of outsourced infrastructure projects; Assigns personnel to projects, direct their work and co-ordinates work of project leaders; Financial control/certification of outsourced projects; Ensures technical and functional standards are observed and prepares staffing and hardware/software budgets; Contract management for outsourced projects; Monitoring and managing performance against project plans; Research on information technology and latest trends in project management; Provide input on policy matters regarding information technology; Perform any ad hoc duty that may be assigned by Supervisor/Management; Report writing.
- ENQUIRIES** : Mr J Neethling at 073 952 9707
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 27/171** : **ACQUISITION MANAGER: PROPERTY ACQUISITION, REF NO. DOI 112/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher); A minimum of 3 years relevant administrative experience in Property Management or similar environment. A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience working in Property Management; Project Management; Understanding of Conveyancing Principals; Town Planning knowledge. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures, and best practices; Public service procedures; Labour Relations Act; Strategic management processes; Global, regional, and local political, economic, and social affairs impacting on the Western Cape Government; National and provincial strategies and policies on infrastructure, Provincial Strategic Plan, Western Cape Infrastructure Framework. Skills needed: Communication (written and verbal); Strategic thinking; Project management; Sound organizing; Planning; Time management; Initiative and creativity; Liaise with personnel at all levels; Presentation; Decision making; Ability to do the following: Engage in both independent research and as part of a team; To access research sources; Perform under pressure; Function as a team member.
- DUTIES** : Coordinate and conduct the strategic and operation planning processes for the department; Facilitate and perform all tasks required in the strategic planning process and in the development of the annual performance plan and simultaneously collaborate with the directorate finance in the development of

the EPRE (Estimates of Provincial Expenditure and revenue); Develop the project plan; Perform all tasks required in the development of the operational plan; Gather and analyze all relevant information; Compile strategic documents and reports; Collaborate with the Directorate: Research and Strategic Information Management in the compilation of strategic documents and reports to inform the business planning cycle; Develop SDIPs (Service Delivery Improvement Plans); Design project plans to develop SDIPs for the Department; Perform all required tasks in the publication of the Annual Performance Plan, Annual Report and citizen's report for the department; Collaborate with the sub-directorate communication in the printing, translation and proof-reading of the annual performance plan; Execute and implement acquisition of Immovable Property and Immovable Assets as per ad hoc approved requests for the Client Departments; Execute the following: The donation of immovable assets; Land Exchanges; The transfer of immovable assets in terms of the function asset follows function; Implement and Execute the Disposal of redundant properties of the Department and Public Works as per the requirements of the WCLA; Implement and Execute the Demolition of Buildings/ Structures; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Assist with the development and maintenance of acquisition programmes in line with the Directorates function.

**ENQUIRIES** : Ms E van der Westhuizen Tel No: (021) 483 5532  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/172** : **SENIOR ARCHITECTURAL TECHNOLOGIST (PRODUCTION): EDUCATION INFRASTRUCTURE REF NO: DOI 142/2023 R1 (X2 POSTS)**

**SALARY** : Grade A: R429 930– R462 084 per annum, (OSD as prescribed)  
 Grade B: R486 543 – R522 741 per annum, (OSD as prescribed)  
 Grade C: R556 080 – R654 252 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
 Bachelor of Technology in Architecture (BTech) or relevant qualification as recognised by The South African Council for the Architectural Profession (SACAP); A minimum of three years' experience as a Senior Architectural Technologist; Compulsory registration with SACAP as a Senior Architectural Technologist; A valid code B (or higher) driving license. Competencies: Knowledge and experience in the following: Project management; Architectural planning; Research and development; Computer-aided architectural applications; Legal compliance; Technical report writing; Networking; Professional judgement; Skills needed: Problem solving and analysis; Decision making; Team leadership; Creativity; Self-management; Customer focus and responsiveness; Written and verbal communication; People management; Planning and organising; Change management; Good analytical, problem solving, interpersonal and organisational; Proven computer literacy (MS Office).

**DUTIES** : Provide technological advisory services: Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Research and development: Keep up with new technologies and procedures.

**ENQUIRIES** : Mr D Nugent Tel No: (021) 483 8084  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/173** : **TRAINING LIAISON OFFICER: EPWP SKILLS DEVELOPMENT REF NO: DOI 109/2024**

**SALARY** : R376 4131 per annum (Level 08)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 2 years relevant experience; A valid code B manual driving licence. Competencies: Knowledge of the following: Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination; Public service reporting procedures; Financial

- Management; National, provincial and departmental policies, prescripts and practices regarding EPWP; Understanding of EPWP NYS guidelines and NQF systems; Skills needed: Proven computer literacy (MS Office); Communication (written and verbal); Interpersonal relations; Report writing and formulation; Problem solving and decision making; Record keeping.
- DUTIES** : Manage and oversee the recruitment and selection process of learners for the SDU programmes; Represent EPWP:SDU and participate in municipal/district forums; Coordinate and oversee stakeholder liaison in the region; Monitor SDU Contracts with learners, training providers and host employers; Render a comprehensive financial administrative support service to the Skills Development Unit; Supervise and manage learners performance on the programme where applicable; Checking stipends control sheets and arrange for the payment of accommodation and/ or transport allowances to learners; Provide input into strategic documents and processes.
- ENQUIRIES APPLICATIONS** : Mr F Jacobs Tel No:(021) 483 8541  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 27/174** : **ENGINEERING TECHNICIAN (PRODUCTION GRADE A): TRAFFIC (TCS, PAS, ACCIDENT DATA CENTRE) REF NO: DOI 113/2024**
- SALARY** : Grade A: R371 253 - R396 325 per annum  
Grade B: R419 325 - R449 812 per annum  
Grade C: R472 812 - R522 741 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed).
- CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience in Civil Engineering. A valid driving license (code B or higher). Recommendation: Public Sector experience / exposure minimum of 1-year; Applicable experience in transport infrastructure, road construction and/or maintenance experience of surface and gravel roads or the asset management processes of these assets; Exposure to road systems and development of these systems; Knowledge of relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to project management; Further studies or courses. Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Solve broadly defined technological challenges through application of proven techniques and procedures; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.
- DUTIES** : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
- ENQUIRIES APPLICATIONS** : Mr N Van Gass at 081 250 5160  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/175** : **ADMINISTRATIVE OFFICER: EPWP SKILLS DEVELOPMENT REF NO: DOI 111/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B/Degree or higher); A minimum of 1 year relevant experience in Skills Development; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: National, provincial and departmental policies, prescripts and practices regarding EPWP and Skills Development environment; Programme/project management; Research and planning procedures; Public service reporting procedures; Line functions and departmental structures; Skills needed: Communication (written and verbal); Planning and organisational; Record keeping; Proven computer literacy (MS Office); Report writing and formulation.

**DUTIES** : Facilitate and render a comprehensive administrative assistance in the Skills Development Unit; Liaise with other internal and external stakeholders/role players/clients; Provide administrative support regarding the recruitment and selection processes; Render a comprehensive financial administrative support service to the Skills Development Unit; Supervise performance of those responsible for functions of the unit.

**ENQUIRIES** : Mr F Jacobs Tel No:(021) 483 8541  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/176** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 115/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 year relevant experience. Recommendation: A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Government IAM act; Project management; Monitoring and evaluation methods, tools and techniques; Business and management principles; Database management; Relationship management; Skills in the following: communication (written and verbal); Computer literacy in Ms office package (Word, Excel, PowerPoint) and ability to work independently and as part of a team.

**DUTIES** : Collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR), related to the U-AMP's and compilation of the C-AMP including coordinating strategic inputs; Keep record of all property ownership related information and C-AMP related information; Facilitate and/or ensure completeness of information on the IAR,C-AMP and U-AMP's; Collect analyse, process and report on all data with regards to U-AMP's and assist with compilation of C-AMP.

**ENQUIRIES** : Mr G Meyer Tel No: (021) 483 2601  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/177** : **ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (RADIOTRICIAN)- BELLVILLE REF NO: DOI 59/2023 R1**

**SALARY** : Grade A: R230 898 - R256 263 per annum  
Grade B: R270 915 - R300 675 per annum  
Grade C: R314 751 -R386 775 per annum  
(Salary will be determined as per OSD prescripts).  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Appropriate Trade Test Certificate (Radiotrician); A valid (Code B or higher) driving licence. Recommendation: Experience in repair and maintenance of radio systems. Competencies: Knowledge of the following: Technical analysis; Legal compliance; Technical report writing; Team leadership; Problem solving and analysis; The following skills: Decision making; Team work; Analytical; Creativity; Self-management; Customer focus and responsiveness; Planning

- and organising; Proven computer literacy; Conflict Management; Written and verbal communication skills.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability; Production: Produce objects with material and equipment according to job specification and recognise standards; Maintenance: Inspect equipment and/or facilities for technical faults; Perform administrative and related functions: Compile and submit reports; Maintain expertise: Continuous individual development to keep up with new technologies and procedures.
- ENQUIRIES** : Ms van Wyngaardt Tel No: (021) 959 7700
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 27/178** : **TRADE WORKER: RADIO COMMUNICATION (BELLVILLE) REF NO: DOI 71/2023 R1**
- SALARY** : R183 279 per annum (Level 04)
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Grade 10 or equivalent qualification; A minimum of 3 years radio/autoelec experience; A valid (Code EC or higher) drivers license. Competencies: Skills needed: Good verbal and written communication; Good people skills; Client orientated; Planning and organising.
- DUTIES** : Washing of tools, parts and machine; Assist the Technician in servicing the radio equipment and tools using electrical tools; Cleaning the work area; Accountable for the tools of the technicians; do fault finding and diagnosis of the equipment; operating Forklift and cherry picker when required; basic understanding of electronic equipment and support in radio services.
- ENQUIRIES** : Ms M van Wyngaardt Tel No: (021) 483 5713
- APPLICATIONS** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for, and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand delivers your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### **DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY**

- CLOSING DATE** : 19 August 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 27/179** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: POCS 02/2024**
- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years relevant supervisory level experience in a supply chain management working environment. Recommendation: A valid code B (or higher) driving license. NB People with disabilities with restricted driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Supply Chain Management such as LOGIS, ePS and Demand Management; Bids, contract management, leases, service level agreements and stakeholder management; Financial norms and standards (PFMA) National Treasury Regulations and provincial Treasury Directives/Instructions; Provincial and National Treasury directives relating to Supply Chain Management; Procurement Best Practices including sourcing strategies and the different mechanisms for procurement; Procurement policies and procedures. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Conflict management; Planning and organising; Ability to work independently and as part of a team.
- DUTIES** : Provide an acquisition management service according to the prescribed procurement methodologies; Provide a Logistical Support service; Provide a Contract Administration service; Provide a Demand Management service; People management; Inventory Management; IFA/AFS/Provincial Treasury Reporting.
- ENQUIRIES** : Mr LR Lawrence Tel No: (021) 483 6059
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **DEPARTMENT OF THE PREMIER**

- CLOSING DATE** : 19 August 2024
- 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 27/180** : **DIRECTOR: CORPORATE LEGAL ADVISORY SERVICES (G&E CLUSTER) REF NO: DOTP 39/2024**
- SALARY** : R1 216 824 per annum (Level 13)
- CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government
- REQUIREMENTS** : LLB degree with admission as an advocate or attorney; A minimum of five (5) years postgraduate experience in a legal practice or legal department on middle management level in the public or private sector. Competencies:

Proven knowledge of: constitutional, legal and institutional arrangements governing the South African public sector; the South African legal system with a specific focus on Constitutional Law, Administrative Law and the Law of Contract; policies of the government of the day, with specific reference to the Provincial Strategic Plan; global, regional and local political, economic and social affairs impacting on the Western Cape Government; inter-governmental and international relations; people management and administrative systems and processes; and financial management processes. The ability to give independent advice on complex legal matters; The ability to brief and oversee the work of senior managers and high level legal professionals; Excellent interpersonal skills; Excellent communication skills; Excellent negotiating and problem-solving skills; Outstanding planning, organising and people management skills; Access to and the ability to develop and maintain networks relevant to the task environment; Computer literacy skills.

**DUTIES**

: Line Management: Provide formal legal opinions and legal advice to the Provincial Executive and provincial departments in the governance and economic ("G&E") cluster (Economic Development and Tourism, Infrastructure, Mobility, Local Government, Treasury, and the Office of the Premier). Render advice to the Provincial Executive and provincial departments in the G&E cluster on correspondence of a legal technical nature. Ensure legally sound contracts. Provide legal inputs on behalf of Members of the Provincial Executive and departments in internal and external forums. Verify the legal aspects in submissions to the Provincial Cabinet, Provincial Ministers and Heads of Department. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Chief Directorate, and Directorate's strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Directorate: Legal Service on a regular basis on the activities of the Directorate and on matters of substantial importance. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Financial Management: Manage participation in the budgeting process at Directorate level. Ensure the preparation of the annual and adjustment budgets for the Directorate. Assume direct accountability for the efficient, economic and effective control and management of the Directorate's budget and expenditure. Human Resource Management Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Directorate's strategic and business plans. Motivate, train and guide employees within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of employees within the Directorate.

**ENQUIRIES  
APPLICATIONS**

: Adv. N Boshoff Tel No: (+27 21 483 3377)  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**OTHER POSTS**

**POST 27/181**

: **DEPUTY DIRECTOR: APPOINTMENTS AND COMPENSATION REF NO: DOTP 40/2024**

**SALARY  
CENTRE**

: R849 702 per annum (Level 11), all-inclusive salary package  
: Department of Police Oversight and Community Safety, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human Resources/Industrial Psychology/ Public Management or related qualification; A minimum of 3-years middle management experience in a human resource management environment. Recommendation: Extensive working experience in a transactional HR environment, demonstrating a proven ability to manage large volumes effectively; substantial expertise in handling diverse aspects such as appointments, service benefits, auditing, and payroll administration; excel in managing high volumes of data, transactions, and responsibilities within tight deadlines while maintaining accuracy and compliance with regulatory requirements. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to

human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act. Skills in the following: People Management ; Excellent communication (verbal and written); Ability to cope with repetitive tasks in a highly regulated environment; Ability to analyse, conceptualise and implement policy; Ability to do complex calculations; Advanced proficiency in MS Office, especially MS Excel; Monitoring, evaluation and reporting, problem solving abilities and strong analytical skills, strong organising and multitasking skills, attentions to detail and accuracy, project management skills, proficiency in Excel and presentation software, ability to interpret HR metrics and data to drive informed decision-making and continuous improvement.

**DUTIES** : Manage staff who perform the following functions: The appointment of nominated candidates on PERSAL; The appointment of contract employees, including contract extensions, developmental programme appointments (e.g. internships); Promotions, transfers within or into the WCG, secondments and acting appointments; Post upgrades, acting appointments and salary matters such as over or under payments; Render compensation management services; Perform managerial tasks with regard to the Sub-directorate which will entail: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintenance discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the component

**ENQUIRIES** : Ms Anna-Louise De Vries Tel No: (021) 483 2732  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 27/182** : **PERSONAL ASSISTANT: INTERNAL AUDIT REF NO: DOTP 35/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Police Oversight and Community Safety, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 or relevant higher tertiary qualification (a certificate of completion should be provided); A minimum of 3 years experience in rendering secretarial/ administrative support services to management/ senior management. Recommendation: A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and understanding of the following: Regulations/policies/prescripts and procedures; Financial Management; Human Resource Management; Skills needed: Good interpersonal; Written and verbal communication and presentation; Proven computer literacy in MS Office; Excellent organisational and time management; Organising and planning; Ability to work under pressure; Telephonic etiquette; Accuracy and attention to detail.

**DUTIES** : Provide a secretarial/receptionist support service to the managers; Renders administrative support services; Supports the managers with the administration of the budget; Provide support to the manager regarding meetings; Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application there-of is properly understood.

**ENQUIRIES** : Mr S Martin Tel No: (021) 483 8293  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process



will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 27/183** : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 41/2024 (X2 POSTS)**

**SALARY CENTRE** : R308 154 per annum (Level 07)  
: Department of Police Oversight and Community Safety, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma (or higher qualification) majoring in Human Resource Management or B-Degree (or higher qualification) in Industrial Psychology; A minimum of 3 years' experience in a Recruitment and Selection environment. Recommendation: Experience in the following: Online recruitment system and providing a support function; Competency-based recruitment and selection and the administrative processes which is associated with these tasks; Candidate sourcing across various professions and platforms and consultative; Data management; Advising Senior and Executive management on the recruitment and selection processes and best talent; Willingness to work longer hours and travel when required, A valid code B driving Licence. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head-hunting processes; Shortlisting and interview processes; Public service / government policies; Competency Based Recruitment; Online recruitment systems; Database management. Skills in the following: Communication (verbal and written); Monitoring, evaluation and reporting; Presentation; Consultative and effective Problem solving; Research; Networking working with people and ability to meet customer expectations; Computer literacy.

**DUTIES** : Responsible for drafting of vacancy advertisements which includes application questionnaires in consultation with client departments; Liaising with various service providers (Media/e-Recruit and Response Handling); Identify, address and resolve selection delays; Facilitate and advise on the compiling of shortlists; Create competency-based interview questions; Responsible for logistical arrangements for interviews; Finalise interview processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database and reporting on delays; Execute high standard of quality in all operational work; Dealing with inquiries from clients and applicants; Facilitate and provide professional advice on the sourcing of talent across various professions, inclusive of shortlisting, interview processes and verification's (personnel suitability checks) and the appointment decision, as well as the issuing of employment offers; Communication across various levels regarding e-recruit processes.

**ENQUIRIES** : Mr F Gerber Tel No:(021) 483 6028

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**POST 27/184** : **PERSONAL ASSISTANT: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 42/2024**

**SALARY CENTRE** : R308 154 per annum (Level 07)  
: Department of Police Oversight and Community Safety, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided); A minimum of 3 years' experience in rendering secretarial/ administrative support services to management/ senior management; A valid code B (or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Willingness to work irregular hours. Competencies: Knowledge of the following: Relevant policies and procedures; Good interpersonal and decision-making skills; Proven computer literacy; Customer service orientation; Organising and planning skills; Communication (written and verbal) skills; Attention to detail; Ability to work effectively in a dynamic office and liaise with diverse people.
- DUTIES** : Provide a secretarial/receptionist support service to the manager; Render an administrative support service; Provide support to the senior manager regarding meetings; Support the senior manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Maintain and control the registry and evidence room.
- ENQUIRIES APPLICATIONS** : Ms P Thaba Tel No: (021) 483 4701
- NOTE** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co> Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **PROVINCIAL TREASURY**

- CLOSING DATE** : 19 August 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

- POST 27/185** : **SYSTEM CONTROLLER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 19/2024**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
 : Provincial Treasury Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Supply Chain Management / Public Administration / Management / Financial Management / Accounting or related; A minimum of 3 years relevant experience of financial system administration and user support; A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Financial systems governance experience. Competencies: Data analytical skills; Proven computer literacy; Communication (Written and verbal) skills; Ability to deal with enquiries on financial system matters.
- DUTIES** : Render transversal support and maintenance of the financial systems and system access security and controls; Provide support in the management of the reporting processes of the financial systems; Provide capacity building in Provincial Departments to enhance the effective utilization of the financial

system; Implementation of applications and financial systems; Monitor compliance and enforcement of prescribed legislation, policies and guidelines relating to all financial system processes; Operational and financial management.

**ENQUIRIES** : Mr B Gordon Tel No: (021) 483 7634  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/186** : **EXPENDITURE ANALYST: PROVINCIAL GOVERNMENT FINANCE (EXPENDITURE MANAGEMENT) REF NO: PT 23/2024 (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury Western Cape Government  
**REQUIREMENTS** : An appropriate Advance Diploma/B-degree (equivalent or higher qualification) in Finance, Public Finance, Financial and/or Management Accounting, Auditing or Economics; A minimum of 3 years appropriate experience in a financial management environment. Recommendation: Strong financial background in Public Sector Finance. Competencies: Knowledge of the following: Financial norms and standards (PFMA, NTRs, Provincial Treasury Directives); DORA and conditional grants allocation mechanisms; Medium-term Expenditure framework (MTEF) budget process and procedures; Adjustments Budget process and procedures; Public finance financial reporting mechanisms; Basic Accounting System (Vulindlela Financial Management reporting system) and its SCOA structures; Skills needed: Sound organisation and planning; Computer literacy (MS Office, Web applications and Outlook); Communication (written and verbal); Writing and reporting.

**DUTIES** : In-year monitoring (IYM) model: Compilation of the Consolidated Provincial IYM model, monthly review and monitoring of expenditure, draft monthly / quarterly narrative reports; Evaluate inputs of the rollover and revenue retention process; Assist with the implementation and evaluation of inputs for the adjustment budget and the main budget process; Render technical support and training; Handle policy matters related to the job.

**ENQUIRIES** : Mr S Arnold Tel No: (021) 483-4945  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

#### **WESTERN CAPE MOBILITY DEPARTMENT**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 19 August 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 27/187** : **DEPUTY DIRECTOR: FLEET RISK MANAGEMENT REF NO: WCMD 12/2023 R1**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 3 years middle management level experience. A valid code B (or higher) driving license. NB People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in the following: Fleet Management, Risk Management; Legal experience; Budget and financial management; Human Resource management; Supply chain management; Tender compilation; Client services; Mechanical / technical / engineering background.

Competencies: Knowledge of the following: Public Finance Management, 1999 (Act 1 of 1999); National Treasury Regulations; Provincial Treasury Instructions; Handbook for Government Motor Transport (Circular 2 of 2019); National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Administrative Adjudication of Road Traffic Offences Act, 1998 (Act 46 of 1998) and Regulations, 2008. Skills needed: Proactive action thinking, leadership; problem solving and decision making; Proven computer literacy (Ms Office suite); Planning, organizing, time management skills; Problem solving and decision making; Excellent verbal and written communication skills; Ability to interpret relevant directives and policies.

**DUTIES** : Manage GMT self-insure risk strategy; Manage crashes, 3rd party claims and recoveries; Manage vehicle related losses and fraud investigations; Manage traffic offence redirections and misuse reporting; Manage the driver database, and review and approve driver sanction requests and cross border letters as fleet proxy; Human resource management; Manage budget for Fleet Risk Management; Prepare input for statutory reporting.

**ENQUIRIES** : Mr Y Ahmed Tel No: (021) 467 4717

**POST 27/188** : **COMMUNICATION OFFICER: DEPARTMENTAL COMMUNICATION REF NO: WCMD 04/2024 R1**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate (3-year National Diploma/B Degree or higher qualification) in Communication Science or Public Relations or equivalent; A minimum of 3 years appropriate experience in a departmental communication working environment; A valid Code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant communication legislation, prescripts, policies, guidelines, codes, norms and standards, best practices and procedures; Departmental Communications Service Level Agreement; Departmental media liaison and public relations services; Departmental communication plans; Internal and external organisational communication; Media management; Printing and production processes; Communication products in a departmental context; Office Administration and Database Management; Information and Records Management/Administration; Skills required: Excellent communication (written and verbal) and report writing; Excellent computer literacy skills in MS Office (i.e.. Word, Excel, PowerPoint), Internet, Good project management and administration skills; Good planning and organising skills; Proven time management skills; Good analytical thinking and problem-solving skills; Good grooming and presentation skills; Good customer/client liaison skills; Numeracy skills; Literacy skills; Language skills; Accounting, Finance and Audit skills; Economic, Financial and Statistical Analysis; Legal Administration skills.

**DUTIES** : Research, planning and implementation of internal communication support within the Department; Research, planning and implementation of external communication support within the Department; Provide support for the Department's media management services; Planning and administration.

**ENQUIRIES** : Ms M Allie Tel No: (021) 483 948

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 19 August 2024  
**NOTE** :

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

## OTHER POSTS

**POST 27/189** : **ADMINISTRATIVE OFFICER (MONITORING): QUALITY ASSURANCE AND MONITORING REF NO: DSD 60/2024**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year B-degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Knowledge of Monitoring and evaluation system; Applicable legislation; Norms and standards; Information management; Public administration. Skills needed: Problem-solving and decision-making; Creative thinking; Written and verbal communication; Planning and organising.

**DUTIES** : Assist with the development of monitoring and review systems; Conduct Financial and governance assessments for existing and new NPO's; Monitor and review services rendered by the NPO in line with the Provincial /National policy frameworks; Administration of the Non-Financial Data (NFD) process.

**ENQUIRIES APPLICATIONS** : Mr S Nqwazi Tel No: (021) 826 6059  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/190** : **INFORMATION MANAGEMENT OFFICER: INFORMATION MANAGEMENT (CAPE WINELANDS/ OVERBERG) REF NO: DSD 61/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 1 year relevant experience. Competencies: Knowledge of the following: Department of Social Development systems; Policy development; Project coordination; Departmental policies and procedures; Communication strategy and procedures; Interpretation of prescripts; Skills needed: Report writing; Communication (written and verbal); Organising and planning; Proven computer literacy; Numerical; Innovative; Analytical thinking.

**DUTIES** : Collate all data for the region; Maintain management information systems at the region; Report on region information; Support regional planning and management processes; Liaise with internal/external stakeholders.

**ENQUIRIES APPLICATIONS** : Ms E Van Dyk Tel No: (023) 814 2818  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 27/191** : **GENERAL FOREMAN: ADMIN SUPPORT REF NO: DSD 59/2024**

**SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)  
: Department of Social Development, Western Cape Government  
: Junior Certificate (Grade 10); A minimum of 3 years relevant experience. Competencies: A good understanding of the following: Repairs; Plumbing; Welding; Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment. Skills needed: Communication (written and verbal); Ability to work in garden and handle equipment; Good teamwork; Serving clients/customers.

**DUTIES** : Supervise subordinates; Responsible for the general maintenance and repairs of buildings, water pipes and systems, machinery, implements, sewerage systems, furniture, equipment and electrical wiring and installation; Maintenance of gardens and grounds; Cleaning of the grounds and offices; Ensure refuse removal; Exercise control over tools, supplies and other equipment; Assist with all maintenance projects at facility when necessary; Ensure record keeping of all work done.

**ENQUIRIES APPLICATIONS** : Mr F Hendricks Tel No: (021) 988 1138  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

- Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- POST 27/192** : **DRIVER/HANDYMAN: ADMIN SUPPORT (VARIOUS POSTS AVAILABLE IN BONNYTOUN, DE NOVO, OUTENIEKWA, SIVUYILE AND KENSINGTON CENTRE) REF NO: DSD 57/2024**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)  
: Department of Social Development, Western Cape Government  
: Junior Certificate (Grade 10); A minimum of 7 months relevant experience; A valid (Code B or higher) driving license. Competencies: A good understanding of the following: Legislative framework governing the public service; Policies and procedures. Skills needed: Independent thinking; Ability to work under pressure; Good communication (written and verbal); Ability to meet tight deadlines; Ability to work in a team and work independently.
- DUTIES** : Perform general transport duties; Maintenance of office buildings; Maintenance of office equipment and furniture.
- ENQUIRIES APPLICATIONS** : Ms B Nicholas Tel No:(021) 803 7508  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
- POST 27/193** : **LAUNDRY AID: ADMIN SUPPORT (VARIOUS POSTS AVAILABLE IN OUTENIEKWA, KRAAIFONTEIN AND VREDELUS CENTRE) REF NO: DSD 58/2024**
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)  
: Department of Social Development, Western Cape Government  
: NQF level 3/Grade 10 certificate or equivalent qualification. Competencies: Knowledge of the following: Laundry guidelines / protocols; Skills needed: Ability to sort and count linen and to sluice the linen; Ability to operate equipment and machinery; Written and Verbal communication.
- DUTIES** : Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures; Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.
- ENQUIRIES APPLICATIONS** : Ms D Baugaard Tel No: (021) 826 5972  
: To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**NOTE**

: Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.