

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

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 09 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 30/302** : **SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO (BEAUFORT WEST) REF NO: AGR 04/2023 R3**

- SALARY** : R444 036 per annum (Level 09)
- 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 minimum of 3 years experience in agricultural extension; A valid code B driving licence. Recommendation: Experience in agricultural production; Knowledge of the following: Production of small livestock (sheep and goats), Production of crops produced in the specific areas, also markets and value adding; Conduct practical research. Competencies: Knowledge of the following: Production of livestock, alternative crops produced in the specific area; Project management practices; Land reform programme and project implementation; Following skills: Research; Excellent written and verbal communication; Report writing; Organisational, leadership and supervisory; Conflict management.

- DUTIES** : Compilation of project submissions and the management of project implementation; Conduct relevant development of farmers across all functions which include land reform, infrastructure development project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers especially extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production system; 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** : Ms V Erasmus Tel No: (023) 414 9202.

- POST 30/303** : **ADMINISTRATION CLERK: FARM SERVICES (NORTIER) - LAMBERT'S BAY REF NO: AGR 11/2024 R1**

- SALARY** : R216 417 per annum (Level 05)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence (Code B). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Appropriate

administrative experience. Competencies: A good understanding of the following: Application of relevant legislation; Working knowledge of systems (EPS, Microsoft Word, Excel, PowerPoint) Skills needed: Written and verbal communication; Interpersonal/Listening; Typing/MS Computer literacy; Organising/Record keeping; Analytical thinking/Problem solving; Negotiation; Ability to work well in a team; Ability to work under pressure; Self-motivated and reliable.

**DUTIES** : Provide a reception service; Provide a typing service; Provide office administration; Provide logistical support; Perform administrative and related functions.

**ENQUIRIES** : Mr CG Rheeder Tel No: (021) 808 7789

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

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

**CLOSING DATE** : 09 September 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 30/304** : **ASSISTANT DIRECTOR: SCHOOL SPORTS PROGRAMMES REF NO: CAS 08/2023 R1**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE** : Department of cultural affairs and sport, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent) or higher qualification; A minimum of 5 years relevant administrative experience. A valid driving license (Code B or higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: None. Competencies: Knowledge of the following: Neighbouring School Programme and relevant next-level participation; Recreation-based activities, school sport and neighbouring school activities and relevant next-level participation; Relevant recreation, school sport, sport, arts and cultural affairs policies, rules and regulations; The National Sport and Recreation Plan; Statutory prescripts surrounding the Public Service; Managing activities, events and people; Skills needed: Numeracy, literacy, proven computer literacy; Project management; Presentation; Networking; Written and verbal communication; Interpersonal.

**DUTIES** : Promote curriculum development of codes and genre and support sport, arts and culture activities in School Sport; Supervise the implementation of lesson plans in codes and genre participation; Manage the implementation of the School Sport Programme in accordance with correct processes regarding, training specifications and equipment procurement; Compile statistics, collate reports, maintain a database of participants and track individual development; Managerial functions.

**ENQUIRIES** : Mr C Meyer Tel No: (021) 483 9530

#### **DEPARTMENT OF HEALTH AND WELLNESS**

***In line with the Employment Equity Plan of the Department of Health, it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.***

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

**ERRATUM:** Kindly note that Post 29/66 Clinical Nurse Practitioner Grade 1 to 3 (Nimart Trainers) (X3 Posts) (1 year Contract) Salary: Grade 1: R451 533 per annum, plus 37% in lieu of service benefits Grade 2: R553 545 per annum, plus 37% in lieu of service benefits Centre: People Development Centre, (Plumstead) have been cancelled.

**MANAGEMENT ECHELON**

- POST 30/305** : **DIRECTOR: DISTRICT HEALTH SERVICES– GARDEN ROUTE AND CENTRAL KAROO DISTRICTS**
- SALARY** : R1 216 824 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Garden Route and Central Karoo Districts  
 : Minimum educational qualification: An undergraduate qualification (NQF level 7) in a Health-related field, Post Graduate Diploma/Degree in Public Health, or Management as recognized by SAQA with at least 5 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services is a requirement (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete it as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name "Certificate for entry into the SMS" and the full details can be sourced from the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. All costs associated herewith are the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within a health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of District Health Services (DHS). Knowledge of financial and people resource management applicable to the public service. Proven experience in the provision and management of health services. Computer literacy (MS Word, Excel, Access, PowerPoint, Internet and email). High level of communication skills. Advanced leadership and management skills. Advanced planning and organising skills.
- DUTIES** : Manage the implementation of health services (inclusive of district hospital, primary health care and home and community-based services) within the Garden Route and Central Karoo Districts, in line with the relevant Departmental policies. Support the implementation of health service priorities within the districts. Ensure that quality of care is maintained and improved in the Garden Route and Central Karoo in line with the National Core Standards. Manage the corporate services of the districts. This includes Financial, Supply Chain, Human Resources and Support Services. Co-ordinate the rendering of professional support services (including information management) within the districts. Collaborate with key stakeholders within the Rural East health ecosystem, including other government departments, community structures, non-profit organisations (NPOs), local government, and private sector.
- ENQUIRIES APPLICATIONS** : Dr LC Phillips Tel No: (044) 695-0047  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 13 September 2024

**OTHER POSTS**

- POST 30/306** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PSYCHIATRY)**  
 Chief Directorate: Metro Health Services
- SALARY** : R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Valkenberg Hospital  
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical

Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: A Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching.

**DUTIES** : Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. -Management of relevant clinical governance and administrative requirements. -Leadership of a multi-disciplinary clinical team. -Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Cape Town)

**ENQUIRIES** : Dr Rasmitha Ori/ Charlyn Goliath Tel No: (021) 826 5863  
**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 with their relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status). Shortlisted candidates may be required to undergo a practical test. The pool of applicants will be considered for other vacant Psychiatrist posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment

**CLOSING DATE** : 13 September 2024

**POST 30/307** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PLASTIC SURGERY)**

**SALARY** : Grade 1: R1 271 901 per annum  
 Grade 2: R1 451 214 per annum  
 Grade 3: R1 680 780 per annum  
 (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Plastic and Reconstructive Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Plastic and Reconstructive Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Plastic and Reconstructive Surgery. Inherent requirements of the job: Computer literacy and the ability to develop and work with databases. Ability to work in a team. Exposure and ideally experience in management of plastic surgical emergencies including trauma and burns general plastic surgery and post burn reconstruction, and at least exposure to specialist plastic and reconstructive surgery involving congenital hands, congenital ear reconstruction, vascular anomalies and cleft and craniofacial pathology. Competencies (knowledge/skills): The ability to work in a busy tertiary environment. Ability to supervise registrars in acquiring plastic and reconstructive, burns and trauma management competencies and operative experience. Evidence of ability to initiate research; academic record in terms

		of teaching and research ideally supported by publications, presentations and congress outputs. Commitment to attaining advanced plastic surgical skills.
<b><u>DUTIES</u></b>	:	To provide full time plastic surgery specialist care as previously specified. Ensuring, as part of a team, continuous improvements in the quality, efficiency and outcome of the management of children. After-hours cover as a specialist plastic surgeon on both platforms (paediatric at RXH and Adult at GSH) Active participation in all the activities of the division including research, teaching and outreach. Training of under- and post-graduate students and other healthcare personnel
<b><u>ENQUIRIES</u></b>	:	Prof S Adams, e-mail: <a href="mailto:saleigh.adams@uct.ac.za">saleigh.adams@uct.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>	:	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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/308</u></b>	:	<b><u>SENIOR REGISTRAR (NEPHROLOGY)</u></b> Observatory (2 Year Contract)
<b><u>SALARY</u></b>	:	R1 271 901 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE</u></b>	:	Groote Schuur 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 Specialist. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Nephrology. Experience: None after registration with the HPCSA as a Medical Specialist. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing, consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) Qualification.
<b><u>DUTIES</u></b>	:	Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.
<b><u>ENQUIRIES</u></b>	:	Prof N Wearne Tel No: (021) 404-2024 or <a href="mailto:nicola.wearne@uct.ac.za">nicola.wearne@uct.ac.za</a>
<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. Shortlisted candidates will be subjected to 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/309</u></b>	:	<b><u>SENIOR REGISTRAR (CARDIOLOGY)</u></b> (3-Year Contract)
<b><u>SALARY</u></b>	:	R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Cardiology. Experience: None after registration with the HPCSA as a Medical Specialist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Cardiology. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Competencies (knowledge/skills): Facilitation of management system. Effective and efficient administration. Communication including report generation, letter writing and consultation. Technical skills appropriate for investigation. Clinical Skills required of a Medical Specialist Physician (e.g. Assessment, diagnosis and treatment in inpatient, outpatient, and emergency contexts). MMED and FCP (SA) Qualification.

**DUTIES** : Clinical service provision. Clinical Governance and Administration. Teaching and Training/Supervision of Junior Staff.

**ENQUIRIES APPLICATIONS** : Prof M Ntsekhe Tel No: (021) 404 6085 or [mpiko.ntsekhe@uct.ac.za](mailto:mpiko.ntsekhe@uct.ac.za)  
: 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 subjected to 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE** : 13 September 2024

**POST 30/310** : **REGISTRAR (MEDICAL (INTERNAL MEDICINE))**  
(4 Year Contract)

**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** : Groote Schuur Hospital  
: 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. Inherent requirement of the job: A valid (Code B/EB) driver's license. Willingness to work overtime when required. Commuted overtime is compulsory. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): Research methodologies & FPS Techniques. -Knowledge, expertise and experience with regard to providing medical services in assessment, diagnosis and treatment of inpatients and outpatients. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal medicine rotations. -CMSA Diploma in Internal Medicine. -Experience post-community service in a clinical platform. Previous research experience and publication. Valid ACLS Certificate. -FCP part one or CMSA Diploma in Internal Medicine.

**DUTIES** : Clinical service provision. -Participate in the Teaching program. Research and Professional Development (incl. completion of MMED). -Effective Clinical Administration in patient records and patient reports.

**ENQUIRIES APPLICATIONS** : Prof M Setshedi Tel No: (021) 406-6422  
: 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 will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must

indicate whether they have bursary obligations. -Preference will be given to SA citizens/permanent residents with a valid identity document. 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

- CLOSING DATE** : 13 September 2024
- POST 30/311** : **MEDICAL OFFICER GRADE 1 TO 3**
- 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** : Directorate: Clinical Service Improvement
- 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. 1-year 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 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 appropriate experience as 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: Valid (Code B/EB) driver's licence. Willingness to travel nationally and provincially. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Ability to travel to various districts and national offices. Good report writing skills. Knowledge of innovations and improvements science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and to be able to work in or lead a team. Appropriate knowledge/experience in Public Health policy development and implementation.
- DUTIES** : Management of Financial and Human Resources. The incumbent will work closely with the public health specialist to ensure a congruent approach within the Department of Health and Wellness Western Cape. Contribute toward ensuring the effective rendering of Clinical Service Improvement support in the Western Cape. To streamline the care continuum across the province (identify and address bottlenecks). Drive the deployment of new service design strategies to ensure relevant, efficient and effective clinical care services in the WCGH&W health system. To lead and manage service design and re-design

initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. The purpose of the job is to provide Public Health Skills and technical support to the Directorate Clinical Services Support.

- ENQUIRIES** : Ms L Najjaar Tel No: (021) 815 8865
- 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 06 September 2024
- POST 30/312** : **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  
(Plus, a non-pensionable rural allowance of 8% of your annual basic salary is payable)
- CENTRE** : Witzenberg Sub-district, Cape Winelands Health District
- REQUIREMENTS** : 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 Medical Practitioner. Experience: **Grade 1:** None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as 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 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 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 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 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 requirements of the job: A Code (B/EB) valid driver's licence and willingness to work after hours. Competencies (knowledge/skills): Ability to communicate (verbal and written). Good management, supervisory and decision-making skills. Knowledge and insight of legislation and policies, relevant to current medical practice within the Public Service, experience in working in a district level hospital and Primary Health Care (PHC) setting.
- DUTIES** : Acute care and emergencies, including theatre work. Outpatient management of non-communicable diseases, HAST, maternal and child health and mental health. Clinical governance. Quality, evidence-based care. Teaching and learning.
- ENQUIRIES** : Dr. J Fouche Tel No: (023) 316-9600
- 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 on health professionals who apply for the first time for registration in



	:	a specific category with the relevant council (including individuals who must apply for change in registration status. 06 September 2024
<b><u>CLOSING DATE</u></b>	:	
<b><u>POST 30/313</u></b>	:	<b><u>PHARMACY SUPERVISOR</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade1: R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Helderberg Hospital Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willing to be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the SAPC. Competencies (knowledge/skills): Appropriate Managerial experience. Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy in MS Office. Appropriate experience in computerised pharmaceutical dispensing systems including JAC/WellSky Medicine Management.
<b><u>DUTIES</u></b>	:	Responsible for Pharmaceutical and Therapeutic governance in the district hospital and maintaining a value driven culture in line with national and provincial code list. Manage, assess and monitor compliance with regards to Good Pharmacy Practice and ideal Hospital standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Ensure accessibility to medication and pharmaceutical care for patients. Human Resource Management which includes tutoring of Pharmacist Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the hospital setting, which includes but not limited to Antimicrobial Stewardship, Palliative Care, Pharmacy Ward Rounds.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr. W. Viljoen Tel No: (021) 850 4705 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 may be subjected to a practical/written and oral assessment as well as competency test as part of the selection process. The pool of applicants will be considered for other vacant Pharmacy Supervisor posts within the Chief Director Metro Health Services, for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/314</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (PSYCHIATRY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Worcester Regional Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Officer. Registration with a professional council: Registration with the HPCSA as Medical Officer. Experience: <b>Grade 1:</b> None after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of who is not required to perform Community Service as required in South Africa. <b>Grade 2:</b> A minimum of 5 years appropriate experience as 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 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 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 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: Participate in the after-hours call system. 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.

**DUTIES** : Ensure an efficient and cost-effective clinical service of high quality with a patient centered focus and addressing the burden of disease in the Worcester Geographical Service area (GSA). 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** : Dr GC Verster Tel No. (023) 348 6475  
**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 subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 13 September 2024

**POST 30/315** : **REGISTRAR (GENERAL SURGERY) (X2 POSTS)**  
(5 Year Contract)

**SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Groote Schuur 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: Registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Knowledge, expertise and experience with regard to providing medical services in General Surgery and previous experience in research. Certificate of ATLS and completion of Basic Surgical Skills Course. Inherent requirement of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS (SA) part 1.

**DUTIES** : Clinical Service: Patient care. Clinical Service: Operative. Clinical governance. Teaching. Leadership. Innovation and Research.

**ENQUIRIES** : Melissa Mohamed Tel No: (021) 406 6475 or [melissa.mohamed@uct.ac.za](mailto:melissa.mohamed@uct.ac.za)  
**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 will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4/5 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations. Preference will be given to SA

citizens/permanent residents with a valid identity document. 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). ii) Other: Registrars will be required to register as post-graduates with the applicable University in the Western Cape according to the requirements for the discipline in the yearbook and guidelines."

- CLOSING DATE** : 06 September 2024
- POST 30/316** : **REGISTRAR: EMERGENCY MEDICINE (X8 POSTS)**  
Chief Directorate: Emergency Clinical Services Support  
(4 Year Contract Post)
- SALARY** : R949 146 per annum. (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)
- CENTRE** : Tygerberg Hospital (X3 Posts)  
Groote Schuur Hospital (X3 Posts)  
New Somerset Hospital (X1 Post)  
Red Cross Children's War Memorial Hospital (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. All of ATLS and ACLS and APLS or PALS. (Proof to be provided). Completion of FCEM [SA] part 1. (Proof to be provided). Registration with a Professional Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements for Emergency Medicine: Valid (Code B) driver's licence with minimum code 8/EB. Willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and internet research). Candidates will be expected to possess competency equivalence to that of an experienced medical officer working in a South African Emergency Centre. Demonstratable experience in research and Level 1 ultrasound accreditation. Other: Registrars will be required to register as post-graduate students with the Stellenbosch University/University of Cape Town as applicable according to the requirements for the discipline in the yearbook and guidelines.
- DUTIES** : Effective and efficient care of emergency patients, Academic Development of self and others, Administrative / medico-legal duties. Professional conduct.
- ENQUIRIES** : Ms K Fullard, Tel No: (021) 815 8821, email Kim.Fullard@westerncape.gov.za
- 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. Appointment as Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Although posts are held at the institutions stated above, registrars will be expected to rotate through various institutions in the Groote Schuur and Tygerberg training complexes. The Department of Health is guided by the principles of Employment Equity. Candidates with disability are encouraged to apply and an indication in this regard will be appreciated. Specific Registrar posts within the Department will be identified as part of the Affirmative Action programme to create a representative Specialist cadre in line with applicable procedures.
- CLOSING DATE** : 13 September 2024

<b><u>POST 30/317</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3</u></b> Chief directorate: Metro Health Services
<b><u>SALARY</u></b>	:	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).
<b><u>CENTRE REQUIREMENT</u></b>	:	Karl Bremer Hospital 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 Health Professions Council of South Africa (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, of who is 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 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 requirements of the job: A Valid driver's licence (Code B/EB). Commuted overtime contract is compulsory where operational requirements demand, as well as the ability to work after hours. Sound verbal and written communication skills. Competencies (knowledge/skills): Ability to provide Medical Officer services in the Department of Obstetrics and Gynaecology independently and as part of a team and manage a level 1 labour wards including assisted deliveries. Surgical competency in caesarean sections and emergency gynaecological procedures such as evacuations of the uterus and laparotomies for ectopic pregnancies. Ability to perform accurate ultrasound investigations in both the obstetric and gynaecological setting. Excellent report, clinical note, referral writing skills and good computer skills.
<b><u>DUTIES</u></b>	:	Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise-, Support, transfer of knowledge to, train- and mentor the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at the clinical level with regard to laboratory services, blood, medicine, consumables and equipment.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr R. Ortel Tel No: (021) 918-1733 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 candidates who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". The pool of applicants will be considered for other vacant Medical Officer posts in O&G within the Chief Director Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 September 2024

<b><u>POST 30/318</u></b>	:	<b><u>PHARMACIST GRADE 1 TO 3</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R804 609 per annum Grade 2: R869 796 per annum Grade 3: R949 146 per annum (A portion of the package can be structured according to the individual's personal needs)
<b><u>CENTRE REQUIREMENTS</u></b>	:	George Regional Hospital Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the South African Pharmacy Council (SAPC) as a pharmacist. Experience: <b>Grade 1:</b> None after registration as a pharmacist with the SAPC in respect of SA qualified employees. One-year relevant experience after registration as a pharmacist with a recognised foreign health profession council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. <b>Grade 2:</b> A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years relevant experience after registration as a pharmacist 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 African. <b>Grade 3:</b> A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 14years relevant experience after registration as a pharmacist 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 requirements of the job: Valid (code B/EB) driver's license. Willingness to perform regular after hour duties, including 24-hour call cover and ability to fulfill urgent call out need's self; working weekend/public holiday shifts with limited staff cover. Competencies (knowledge/skills): Proficient in the use of MS Office applications (including Excel, Word, PowerPoint and Outlook) and dispensing /stock control programs of which Wellsky (JAC) will be an advantage. A sound level of clinical knowledge of pharmaceuticals listed in all the levels of the National Essential Medicine Lists. Working knowledge of and ability to comply with applicable legislation, including the Pharmacy Act 53 of 1974, Medicine and related substance control Act 101 of 1965 as amended, Public Finance Management Act, Batho Pele and national and provincial Health policies, including Pharmacy finance and supply chain, treatment guidelines. Ability to cope under pressure, including while standing in front of customers and working with distractions, maintaining a high standard of accuracy and professionalism. Ability to work in a team environment with rotating duties and according to rosters, in the pharmacy and greater hospital. Ability to safely prepare and mix chemotherapy prescriptions, including in a laminar flow mixing area.
<b><u>DUTIES</u></b>	:	Provide accessible and safe pharmaceutical care, including prescription evaluation, dispensing medicines, preparing cytotoxic medication, and provision of stock, while encouraging patient compliance and therapeutic success. Deliver a professional advisory service, training/mentoring / tutoring hospital and pharmacy personnel including assistants, interns, community service levels. Assist with human resource management of staff and current operational needs daily. Provide effective drug supply management to ensure safe and reliable procurement, storage, control and distribution of quality pharmaceuticals. Assist with monitoring and control of pharmaceutical expenditure, application of budgetary control measures and promotion of rational drug use. Represent the profession of a pharmacist, with the culture of being a value driven Western Cape Government hospital pharmacy service, in performing duties to ensure adherence and compliance of self and co-workers, to minimum standards for accessibility and dispensing of medication, and pharmaceutical care to patients, with respect to GPP, Ideal Hospital, OHSC. Actively participate as a pharmacy representative or a member of the multidisciplinary teams, or on meetings which includes but is not limited to Antimicrobial Stewardship, Palliative Care, Pharmaceuticals and Therapeutics, Infection Prevention and Control, Occupational Health and Safety. Report to the manager to assist as needed in teams/meetings/updating information related to pharmacy services e.g. Oncology, PTC, IPC, SOP's.

**ENQUIRIES** : Ms SN Brits, Tel No: (044) 802 4492

**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 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 13 September 2024

**POST 30/319** : **OPERATIONAL MANAGER: NURSING (PRIMARY HEALTH CARE)**  
West Coast District

**SALARY** : R656 964 per annum

**CENTRE** : Citrusdal Clinic, Cederberg Sub-district

**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 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 Professional Nurse and Midwife. Experience: A minimum of 9 years' appropriate/recognisable experience after registration as 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 specialty as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Information management with regards to PHC indicators. Quality assurance knowledge. COPC principles and interpretation. Legislation of Ideal Clinic and Office of Health standards and compliance. Good interpersonal and communication skills. Good organizing skills.

**DUTIES** : Effective holistic management integrated quality acute services – management of patients on PHC level regarding acute services, Assessment and taking of medical history, physical examination, diagnoses, prescription of treatment. Referring to high risk patients. Identifying and manage notifiable medical conditions. Screen assess and manage mental health conditions. Integrated management of chronic conditions. Deliver an effective integrated nutrition service according to set guidelines. Effective management and execution of integrated Child Health and Youth Services – render and effective Child Health Service. Render school health services according to school health policy. Deliver an effective integrated nutrition service according to guidelines. Effective management and execution of integrated maternal & woman's health services – render and effective antenatal service to all pregnant mothers according to the guidelines. Provide integrated reproductive health services to all concerned. Deliver an effective integrated nutrition service according to guidelines. Effective management and execution of integrated HAST services – render integrated TB management services. Render effective STI management services to all. Render effective HIV treatment and prevention services. Provide holistic management and leadership in providing quality services in the PHC facility and coordinate mobile services – effective and efficient management of all resources including personnel, quality services, finances and infrastructure.

**ENQUIRIES** : Sr M Sandt Tel No: (027) 482-1484

**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 subjected to a practical test. Candidates may be subjected to a competency-based assessment.

**CLOSING DATE** : 06 September 2024

**POST 30/320** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Garden Route District

**SALARY** : R656 964 per annum  
**CENTRE** : Pacaltsdorp CDC, George Sub-district  
**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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to rotate between PHC clinics within the Sub-district. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Good communication skills. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES** : Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees. Co-ordinate and evaluate Health programmes in respected area. Co-ordinate and evaluate Community Based Health Services in respected area. Overall management of clinic.

**ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100  
**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. The pool of applicants will be considered for other Operational Manager PHC posts within the George Sub District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 13 September 2024

**POST 30/321** : **OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS)**  
Cape Winelands District

**SALARY** : R656 964 per annum  
**CENTRE** : Stellenbosch Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post graduate qualification in Midwifery and Neonatology. Inherent requirements of the job: Valid (Code B/EB) driver's license. Will be required to work shifts, night duty, weekends and public holidays. Will be required to perform relief duties and be on standby for the hospital after hours, on weekends and public holidays. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and PowerPoint). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, organizational skills, decision making, and conflict resolution skills.

**DUTIES** : Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in an Obstetrics ward/unit with a Kangaroo mother care unit. Effective management and utilization of human and financial

resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms. RZ De Silva Tel No: (021) 808 6153  
**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 may be required to do a practical test and will be subjected to a Competency Assessment.  
**CLOSING DATE** : 06 September 2024

**POST 30/322** : **OPERATIONAL MANAGER NURSING (PHC) (X2 POSTS)**  
West Coast District

**SALARY** : R656 964 per annum  
**CENTRE** : Lutzville CC (X1 Post)  
Van Rhynsdorp 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 as a Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing Registration with a professional council: -Current registration with the South African Nursing Council as a Professional Nurse and Midwife. after registration as a Professional Nurse with the SANC 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 Diploma qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel to and support other Clinics in the Sub-district when needed. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols.

**DUTIES** : Effective management and execution of relevant Curative Programmes on PHC level Rendering of an effective Child Health service and programmes, including school health and nutrition. Execution of all Women's Health services, including, including reproductive health and antenatal care. Effective management and execution of the HAST programme–TB management, STI management and HIV/AIDS management services. Effective and efficient management of the PHC facility, mobile units and satellite Clinics – management of staff, services and infrastructure.

**ENQUIRIES** : Dr JE Eygelaar Tel No: (027) 213-4070  
**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 may be subjected to a practical test.  
**CLOSING DATE** : 13 September 2024

**POST 30/323** : **EMS SUB-DISTRICT MANAGER GRADE 2 TO 4**  
Chief Directorate: Emergency and Clinical Support Services

**SALARY** : Grade 2: R532 815 per annum  
Grade 3: R591 741 per annum  
Grade 4: R654 468 per annum

**CENTRE** : Chief Directorate: Emergency and Clinical Support Services  
**REQUIREMENTS** : Minimum educational qualification: **Grade 2:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 3:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 4:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as a



Emergency Care Practitioner (ECP). Registration with a professional council: Grade 2: Registration with the Health Professions Council of South Africa as an ECT. Grade 3: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 2: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 3: Minimum of 3 years experience after registration with the Health Professions Council of South Africa as a Paramedic. Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Valid professional driver's permit (PrDP). Current registration as an ECT, Paramedic or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills.

**DUTIES** : Effective management of emergency medical services for the Sub-District. Effectively manage the Human Resource and Labour Relations function of the District in relation to staff management. Manage the budget and the facilitation of account payments for goods and services in line with the financial prescripts. Maintain responsibility for the audit compliance with regards to Financial Management and Supply Chain Management matters. Ensure effective management of Emergency Fleet and equipment. Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing and forging sustainable relationships with external stakeholder. Effective support to District Manager and act in management capacity when required.

**ENQUIRIES** : Mr J Jansen (District Manager – Central Karoo) Tel No: (044) 802 2500, Ms L Fortuin Tel No: (023) 449 8249

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

**CLOSING DATE** : 06 September 2024

**POST 30/324** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)**  
West Coast District

**SALARY** : Grade 1: R520 560 per annum  
**CENTRE** : West Coast District Office, Malmesbury  
**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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid driver's license (Code B/EB Manual) and willingness to travel in the district. Must be computer literate (MS Word, Excel, Power Point). Competencies (knowledge/ skills): Good interpersonal relations, leadership and communication skills (verbal and written) The ability to interpret, analyse, and implement clinical policies, guidelines. Knowledge of development of protocols and guidelines, standard operating procedures. Project management skills as well as good report writing skills and facilitation skills. Experience and ability to transfer knowledge and skill in a group as well as individual setting. Experience in Nursing Education and facilitation.

**DUTIES** : Overall management of the nursing component development and training of the district. Coordinate and facilitate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes. Manage and coordinate administrative duties in the nurse training sub-component. Manage the clinical accompaniment/ mentorship programmes.

**ENQUIRIES** : Ms A Kogana Tel No: (022) 814 0348  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 06 September 2024

**POST 30/325** : **OPERATIONAL MANAGER NURSING: GENERAL OBSTETRICS: POST NATAL AND KMC WARDS**  
Chief Directorate: Metro Health Services

**SALARY** : R520 560 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualifications (i.e., Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC) as a General Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Competencies (knowledge/skills): Appropriate experience in Obstetric Services. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure. Computer literacy (MS Office). Knowledge and insight of relevant legislation and policy related to General Obstetrics in Post-natal and Kangaroo Mother and Childcare within the public sector.

**DUTIES** : Planning, manage, co-ordinate and maintain an optimal, Nursing Services as an Operational Manager in a Postnatal and KMC Ward. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the units. Initiate, co-ordinate and participate in training, development, and research within the nursing department. Relief supervisor and colleagues when needed. After- hour hospital cover for both day and night duty and deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development. Relief the Assistant Manager: Nursing when needed.

**ENQUIRIES** : Mrs E Linden-Mars Tel No: (021) 918-1224  
**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. The pool of applicants will be considered for other vacant Operational Manager Nursing General (Postnatal and KMC Wards) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.

**CLOSING DATE** : 06 September 2024

**POST 30/326** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**  
Garden Route District

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum  
**CENTRE** : Mossel Bay 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. Post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 2:** A minimum of 14 years 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 in the specific specialty after obtaining the 1-year post-basic qualification in Medical and Surgical Nursing Science in Critical Care Nursing:

		Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Competencies (knowledge/skills): Knowledge of Legislation and policies of the Department of Health relevant to clinical practice. Good communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Provide holistic specialized nursing care to patients in a cost-effective manner. Effective implementation of infection control policies and health and safety legislations. Effective manage and utilize human and material resources. Maintain a constructive working relationship with nursing and other stakeholders. Participate in training, development and research within the nursing department. Provision of Support to Nursing Services.
<b><u>ENQUIRIES</u></b>	:	Ms JA Mahlangu Tel No: (044) 604-6104
<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 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 in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/327</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY – PSYCHIATRY)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<b><u>CENTRE</u></b>	:	Cederberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration in nursing with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the Psychiatry speciality after obtaining the 1-year post-basic qualification in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's license and the willingness to travel. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy.
<b><u>DUTIES</u></b>	:	Plan, coordinate and facilitate effective and efficient mental health service within the Sub-District operational workplan for service delivery in the sub-district. Implementation of relevant policies and procedures related to integrated services. Facilitate planning and implementation of MH services as part of team. Establish communication networks. Emergency management of psychiatric patients. Referring of clients to appropriate institutions. Implement WOSA approach. Support the COPC principles to holistically address MH services in communities. Provide a comprehensive mental service – consolidate service delivery platform with other team members. Assessment, diagnosis and management of mental illness. Manage referrals from Acute hospital settings. Facilitate continuity of care of patients with mental disorders. Liaise with PHC manager, OPM's in clinics and hospitals, HCBS. Establish and sustain referral pathways. Attend relevant meetings. Monitoring and evaluation of services indicators and outcomes to ensure quality services – quality checks of various forms in MHCA. Analyse and report on adverse incidents. Manage compliments and complaints to MH services. Annual audits

be done on a sample of patient files per facility. Support and provide capacity building to staff – as part of the multi-discipline team: training and support staff wrt PACK Mental Health; Guidance re-treatment of psychiatric problems PACK; develop and initiate priority mental health services as identified by role players in the SD; support orientation of community services PN's and new appointees; keep up to date with new trends and developments within the profession. Promote community awareness, development and participation – identification of mental health problem in specific area of work. Develop and initiative priority mental health services as identified by the role players in SD. Facilitate and participate in PSR projects in SD. Promoting links between community based, facility based and district hospital services by relevant meetings.

- ENQUIRIES** : Sr M Sandt Tel No: (027) 482-1484
- 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 subjected to a practical test. 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 in possession of the stipulated requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application 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. The concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council
- CLOSING DATE** : 13 September 2024
- POST 30/328** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X9 POSTS)**  
Cape Winelands District
- SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum
- CENTRE** : Various Institutions
- REQUIREMENTS** : Minimum education qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: A minimum of 4 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General nursing. Grade 2: A minimum of 14 years appropriate/recognizable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty. Inherent requirement of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Ability to communicate (written and verbal). Computer literacy (MS Word and Excel).
- DUTIES** : Manage the burden of disease, renders clinical services. Manage stats and assist Operational manager with administration functions. Implement nursing care management activities according to the Standards of Practice and Scope of Practice and act upon breaching of laws relating to nursing practice and professional code of conduct and practice standards. Collaborate with members of the health and social care teams and assist in decision-making pertaining to health care delivery. Create an environment of learning opportunities that foster professional growth and improvement in nursing and health care.
- ENQUIRIES** : Breede Valley Sub District - Ms C van Staden Tel No: (023) 348 1316  
Drakenstein Sub District – Ms J Bosch Tel No: (021) 862 4520 Witzenberg, Sub District – Mr L Wawini Tel No: (023) 316 9600
- APPLICATIONS** : Applicants apply online: [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 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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status"
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/329</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (NIMART TRAINERS) (X3 POSTS)</u></b> (Chief Directorate: Emergency and Clinical Support Services) (1 Year Contract Post)
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum plus 37% in lieu of service benefits
<b><u>CENTRE</u></b>	:	Emergency and Clinical Services Support (based at People Development Centre, Plumstead)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year, in Curative Skills 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 Professional Nurse and Midwifery. Experience: <b>Grade 1:</b> A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Experience in NIMART and HIV. Experience in Primary Health Care.
<b><u>DUTIES</u></b>	:	Coordinate and facilitate learning opportunities for Registered Professional Nurses in NIMART and all relevant nurse prescribing related training. Coordinate and facilitate the in-service training and updating of skills. Evaluate and assess the competencies and skills of nursing personnel. Effective management and utilization of human resources.
<b><u>ENQUIRIES</u></b>	:	Ms E Joubert Tel No: (021) 763-5320.
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/330</u></b>	:	<b><u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)</u></b> West Coast District
<b><u>SALARY</u></b>	:	Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE</u></b>	:	Clanwilliam Hospital, Cederberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i. e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing.

<b><u>DUTIES</u></b>	: <b>Grade 2:</b> A minimum of 14 years appropriate recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification in the relevant speciality. Inherent requirement of the job: Must be prepared to work shifts, weekends, public holidays as well as overtime. Competencies (knowledge/skills): Computer literate (MS Word and Excel) and knowledge of recordkeeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised. Provision of high quality, holistic and specialized Nursing care within set standards and within Professional/legal framework in a highly specialized Accident and Emergency Unit - To ensure standards for holistic nursing care. Effective utilisation of resources – Human-, Financial-, Services- and Material Resources. Participation in training and research - Promote learning opportunities for all. Provision of Support to Nursing Services - Nursing Management support. Maintain Professional and Ethical growth/development - Continuous professional growth and professional conduct. Ensure critical medical emergency and trauma care - Provide critical medical emergency and trauma care to all clients.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr NM Goeieman Tel No: (027) 482-2166 : 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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications 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: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency.
<b><u>CLOSING DATE</u></b>	: 06 September 2024
<b><u>POST 30/331</u></b>	: <b><u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R451 533 per annum Grade 2: R553 545 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	: Groote Schuur Hospital, Observatory : 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. A post–basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognisable experience in nursing after registration as 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 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours including weekends, public holidays and night duty. Willingness to rotate to other units within the Psychiatry department. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.
<b><u>DUTIES</u></b>	: Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental Health wards/units. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of

community, staff and students to achieve optimal health care and rehabilitation of Mental Health patients. Assist with administrative duties, e.g. data collation and reporting. Deliver an effective outreach service.

**ENQUIRIES** : Mrs A Meiring Tel No: (021) 4043 172  
**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. Short-listed candidates may be subjected to a compulsory competency test. 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: Advanced Psychiatric Nursing Science with the South African Nursing Council.

**CLOSING DATE** : 06 September 2024

**POST 30/332** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY) (X7 POSTS)**

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum

**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational requirements: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as 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 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Willingness to rotate in other Trauma units. Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook and use of Internet. Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a professional Nurse in Trauma and Emergency. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Participate in research and training and development of community, staff and students to achieve optimal health care and rehabilitation of trauma and emergency patients. Deliver an effective outreach service. Assist with administrative duties, e.g. data collation and reporting.

**ENQUIRIES** : Mrs. T Ndungane Tel No: (021) 404 6366  
**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 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)". Short-listed candidates may be subjected to a compulsory competency test.

**CLOSING DATE** : 06 September 2024

**POST 30/333** : **PROFESSIONAL NURSE GRADE 1 AND 2 (SPECIALTY NURSING)**  
Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R451 533 per annum  
Grade 2: R553 545 per annum

**CENTRE** : Mowbray Maternity Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post-basic/advanced nursing qualification, with the duration of at least 1 year accredited with the SANC in Midwifery. 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 with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing and at least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in the speciality. Inherent requirement of the job: Work within a shift system. Willing to work public holidays, after-hours, night duty and weekend cover for nursing. Assist with relief duties and partake in overall specialised area functions, i.e. team building, supervision, training, workshops and updates. Competencies (knowledge/ skills): Computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills.

**DUTIES** : Participate with the Multidisciplinary team to provide Holistic Health Care. Provide optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participate in training and research is essential. Organise a cost-effective service on a daily basis and provide support to supervisor and management.

**ENQUIRIES** : Ms T Nqwede Tel No: (021) 659-4952

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

**CLOSING DATE** : 13 September 2024

**POST 30/334** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**

**SALARY** : Grade 1: R451 533 (PN-B1) per annum  
Grade 2: R553 545 (PN-B2) per annum

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic R425(Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. A post-basic nursing qualification, with the duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Advanced Midwifery and Neonatology Nursing. Registration with a professional council: -Registration with SANC as Professional Nurse. 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 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 specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: -Willingness to work shifts and after-hours including weekends, public holidays and night duty. -Willingness to rotate to other units within the Maternity department. Competencies (knowledge/skills): -Problem-solving, report writing, liaison and facilitation skills. -Sound knowledge and understanding of nursing and health service-related acts, legislation, policies and practices. -Basic computer skills in MS Word, Excel, Outlook and use of Internet. -Ability to lift and turn patients, stand for long hours and lift heavy equipment.

**DUTIES** : Provide an optimal, holistic, specialised Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Maternal and Neonatal units. -Maintain a constructive working relationship with nursing and other stakeholders. -Utilise human, material and physical resources efficiently and effectively. -Participate in research and training and development of community, staff and students to achieve optimal health care of maternal and neonatal patients. -Deliver an effective outreach service -Assist with administrative duties, e.g. data collation and reporting.

**ENQUIRIES** : Ms G Williams Tel No: (021) 404 4257  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 13 September 2024

**POST 30/335** : **STATISTICIAN**  
 Directorate: Health Intelligence, (Based at 4 Dorp Street, Cape Town)

**SALARY** : R444 036 per annum  
**CENTRE** : Head Office Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Honours Degree or equivalent majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines. Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies. Appropriate experience with health data. Inherent requirement of the job: Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages. Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or noSQL database (e.g. MongoDB) or high-volume data processing in statistical environments. Exceptional aptitude for data processing analysis and automation. Ability to conceptualise, design and operationalise efficient data-driven reports.

**DUTIES** : Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making. Conceptualising, defining and delivering new reports, as well as improving existing ones. Assist with the development and maintenance of take-on and curation of routine health data. Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population. Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees and in doing so enhance interoperability.

**ENQUIRIES** : Dr Muzzammil Ismail | Email: [Muzzammil.Ismail@westerncape.gov.za](mailto:Muzzammil.Ismail@westerncape.gov.za)  
**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. A competency test may form part of the selection process.

**CLOSING DATE** : 06 September 2024

**POST 30/336** : **PROJECT MANAGER: CLINICAL WORKFLOW**  
 Directorate: Information Management

**SALARY** : R444 036 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in implementation of Clinical Systems and workflows in WCG. Appropriate experience in Project

management. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge in Information Management. Advance knowledge in Project Management processes and methodologies. Advance Computer literacy (MS Office suite) including MS Project. Advanced Knowledge of information technology relating to clinical environments. In-Depth Knowledge of system implementations. Familiar with health information systems like PHCIS, Clinicom, NMIS, PACS, RIS, ICCA, Telehealth, Pharmacy systems. Experience in compiling training material and systems training to individual and large groups. Knowledge of health services in the Western Cape. Excellent leadership skills, report writing skills, Teamwork, time management and budget management skills. Excellent communication skills, in order to manage the change management process within the facility and to achieve full acceptance of the system 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. Ability to work independently and as part of a team. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements. Oversee user support and maintenance of systems implemented.

- DUTIES** : Project manage small medium and large facilities for planning, implementation, controlling, monitoring and closure. Initiate, plan and monitor deliverables of the project. Adhering to policies and procedures. Oversee the implementation of the project. Manage, monitor and evaluate cross functional teams assigned to the project. Create and maintain comprehensive project documentation. Perform risk management to minimize project risks. Conduct and participate in meetings with facilities and other stakeholders. Manage clinical programmes for the province in its central, regional, large district hospitals, primary Healthcare facilities; this includes standardised design parameters, implementation, monitoring and evaluation. Document the workflow and current business processes applicable to clinical systems in designated healthcare facilities including re-engineering processes. Ensure the seamless integration and implementation of equipment and modalities with clinical systems and the HIS. (Hospital Information System). Prepare the sites (including server rooms and technical ICT infrastructure), hardware rollout to facilities. Manage, monitor and evaluate vendor performance against contracts and Service Level Agreements.
- ENQUIRIES** : Ms DJ Purdy at (082) 3736-049
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- CLOSING DATE** : 06 September 2024

**POST 30/337** : **ASSISTANT DIRECTOR: FINANCE (EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING)**  
Directorate Management Accounting

- SALARY** : R444 036 per annum
- CENTRE** : Head Office, Cape Town, stationed at Bellville Health Park in Bellville
- REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial environment. Appropriate experience in data analysis and administration. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: Valid Code B/EB driver's licence. Advanced Excel skills. Skills in VBA-programming and Power Query. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Proficiency in cost management principles, budgeting and other management accounting tools and techniques. Solid understanding of Systems e.g. BAS, PERSAL, Vulindlela, Logis, Medsas. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates.

- DUTIES** : Budget management and reporting based on various principles derived from standard management accounting techniques. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various

monitoring and evaluation committees. Design, maintenance, and development of queries to databases. Extraction, testing and clean-up of data to ensure data integrity. Assist and train managers in using expenditure models for financial planning and control. Expenditure control and cash flow management through established techniques such as forecasting and variance analysis. Supervise subordinates (performance management, discipline and development).

**ENQUIRIES** : Ms W Hanekom Tel No: (021) 815-8608  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 September 2024

**POST 30/338** : **CASE MANAGER (X2 POSTS)**  
Directorate: Management Accounting

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: An Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid Code 08 driver's licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spreadsheets, Microsoft Word and web-based programs (medical aids).

**DUTIES** : Assist various institutions with clearing of externally funded revenue backlogs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical schemes and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timely submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

**ENQUIRIES** : Ms L Ismail at (072) 6016-586  
**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. This post will not be linked to any of the Occupational Specific Dispensations  
**CLOSING DATE** : 13 September 2024

**POST 30/339** : **SPEECH THERAPIST: GRADE 1 TO 3**  
West Coast District

**SALARY** : Grade 1: R376 524 per annum  
Grade 2: R439 755 per annum  
Grade 3: R514 785 per annum  
**CENTRE** : Saldanha Sub- District (Support & Outreach Saldanha PHC)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for the registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as either a Speech Therapist and Audiologist or Speech therapist. Experience: **Grade 1:** None after registration with the HPCSA as either a Speech Therapist and Audiologist or Speech therapist in respect of

RSA- qualified employees. One-year relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Speech Therapy 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 either a Speech Therapist and Audiologist or Speech therapist in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in Speech Therapy 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): Ability to work independently and in a multi-disciplinary team. Adheres to all prescribed laws and district policies regarding record keeping. Computer literate (Excel, Word and PowerPoint). Establishes a culture for meaningful relationships.

**DUTIES** : Render a clinical speech therapy service at health facility and community-based level. Evaluate and diagnose speech, language, cognitive-communication and swallowing disorders. Treat speech, language, cognitive-communication and swallowing disorders in individuals of all levels, from infancy to the elderly, utilising an individualised plan with both long-term and short-term goals established for everyone's needs. Implement community outreach projects. Manage resources optimally and effectively.

**ENQUIRIES** : Ms A Louw Tel No: (022) 709-5066  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**CLOSING DATE** : 13 September 2024

**POST 30/340** : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**  
 West Coast District

**SALARY** : Grade 1: R376 524 per annum  
 Grade 2: R439 755 per annum  
 Grade 3: R514 785 per annum

**CENTRE** : Vredenburg Hospital, Saldanha Sub-District  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic. Registration with a professional council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPSCA in Diagnostic Radiography in respect of RSA qualified employees. 1-year relevant experience after registration with the HPSCA in Diagnostic Radiography 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 in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 11 years relevant experience after registration with the HPCSA in Diagnostic Radiography 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 in Diagnostic Radiography in respect of RSA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Diagnostic Radiography in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: A valid driver's licence. Willingness to perform extra hours. Competencies (knowledge/skills): Knowledge of protocols, radiation, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems.

**DUTIES** : Provide a Radiographic service. Produce diagnostic images of high quality. Optimal patient care. Safe use and care of equipment. Accurate record keeping. Assist with training of community service Radiographer. Participate in continuing professional development activities.

**ENQUIRIES** : Ms LS Van Neel Tel No: (022) 709-7235

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**CLOSING DATE** : 13 September 2024

**POST 30/341** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET AND INVENTORY MANAGEMENT) (X2 POSTS)**  
Directorate: SCM: Governance

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office, based in Bellville  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel (overnight). Competencies (knowledge/skills): Extensive knowledge of Asset and Inventory Management. High level of computer literacy, including advanced application in Logis, MS Word, MS Excel, PowerPoint and Outlook. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.

**DUTIES** : Ensure asset and inventory management policies and procedures compliance at District/Institutional level. Provide on and off-site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets and inventory management. Manage the implementation of SCM systems and ad-hoc asset and inventory management projects at districts/institutions. Maintenance of the departmental asset and inventory register. Report on Bas/Logis reconciliation on monthly basis. Ensure departmental asset and inventory counts.

**ENQUIRIES** : Mr. L Quluba Tel No: (021) 483-3460  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 September 2024

**POST 30/342** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**

**SALARY** : R376 413 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year degree or National Diploma in a finance related field. Experience: Appropriate experience in Bids and Contract Management, Goods and Services procurement processes in a SCM environment. Appropriate experience in Supply Chain Management. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning of Goods and Services (inventory, consumables, etc.) Extensive knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health, including delegations, IPS (Integrated Procurement Solution) system. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy.

**DUTIES** : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Assist and guide with the compilation of a Procurement Plan and relieve in higher supervisor post as and when required. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts and equipment procurement (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing

with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

**ENQUIRIES** : Mr N Martin Tel No: (021) 938-5607  
**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** : 13 September 2024

**POST 30/343** : **SENIOR STATE ACCOUNTANT**  
 Directorate: Management Accounting (Bellville Health Park, Bellville)

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office Cape Town  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in a financial management environment. Appropriate experience in Management accounting. Inherent requirements of the job: Valid Code EB/B driver's licence. Ability to analyse information and work with financial information. Competencies (knowledge/skills): Advanced computer literacy (MS Excel and Word). Excellent interpersonal skills and the ability to interact with a broad range of users at all levels of authority but also to work independently and unsupervised. Problem solving and lateral thinking skills. Ability to work under pressure, overtime and to travel if required. Sound understanding of accounting principles. Knowledge of In-Year monitoring (IYM). Knowledge of Annual Financial Statements (AFS) reporting. Knowledge of BAS, LOGIS and budgeting process. Knowledge of the PFMA, National and Provincial Treasury Regulations.

**DUTIES** : Compile monthly expenditure projections, in particular experience with the IYM tool. Detect and correct incorrect accounting entries. Experience in managing Standard Chart of Accounts (SCOA). Experience with Budget Management (e.g., Budget Management Instrument) analysis. Apply management accounting techniques to analyse, project and report on expenses. Apply accrual accounting principles to the extent required by accounting statements. Reporting on expenditure to applicable users/entities. Compiling, analyse and check loaded budget on accounting systems (e.g., BAS). Extensive experience in extracting information/reports from systems (e.g., BAS and Vulindlela) for analysis. Extensive experience in creating of Excel spreadsheets and pivot tables. Supervise and in-house training of sub-ordinates and peers.

**ENQUIRIES** : Mr E Pennings Tel No: (021) 815-8604  
**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. Short listed candidates must be prepared to do a test as part of the evaluation process.  
**CLOSING DATE** : 06 September 2024

**POST 30/344** : **SENIOR STATE ACCOUNTANT: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING (X2 POSTS)**  
 Directorate: Management Accounting

**SALARY** : R376 413 per annum  
**CENTRE** : Head Office Cape Town, stationed at Bellville Health Park in Bellville  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in data analysis, financial administration and costing. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirements of the job: Valid Code B/EB driver's licence. Advanced Excel skills. Skills in VBA-programming Power Query and PowerBI. Competencies (knowledge/skills): Advanced proficiency in software packages essential for report generation, including MS Excel, Word, Access, and SQL. Strong grasp of cost management principles, budgeting, and other management accounting tools and techniques. Familiarity with various systems such as BAS, PERSAL, Vulindlela, Logis, and Medsas. Proficient in research and analytical thinking, demonstrating the ability to analyze information, solve complex problems, and prepare detailed reports. Excellent interpersonal skills and conflict resolution capabilities. Demonstrated ability to collaborate effectively with colleagues and stakeholders of all authority levels while also being capable of working independently and unsupervised.

**DUTIES** : Identify, flag, and analyze potential financial and budgetary risks. Prepare cost estimates and make recommendations on plans, while providing necessary reporting, documentation, and financial assessments. Develop and analyze key service volume indicators, assessing their impact on resource management and expenditure efficiency. Develop automated financial reporting models and forecasting tools based on key trend indicators and ratios to be used in financial planning and monitoring. Continuously update and maintain large databases to ensure accurate information. Extract, test, and clean up data to maintain data integrity. Monitor and support cash flow management and expenditure control for specific business units within the organization. Provide training to Sectors/Institutions in appropriate projection techniques by explaining complex financial data clearly.

**ENQUIRIES APPLICATIONS** : Mr J De Beert Tel No: (021) 815-8610  
: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**POST 30/345** : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT (PENSIONS, HOUSING, WCA/IOD OFFICE)**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: Appropriate three-year National Diploma/ Degree in a Human Resource Management related field. Experience: Appropriate supervisory experience of Pension Administration, Housing Administration, PILIR, WCA/ IOD and COIDA in a high-volume production unit. Appropriate experience in all aspects of personnel, salary and the PERSAL system. Competencies (knowledge/skills): Good communication skills. Computer literacy (MS Word, Excel, PowerPoint).

**DUTIES** : The management and supervision of staff within the Pensions Office, Housing office, PILIR office and WCA/ IOD office. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate these sections with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration, Housing, PILIR and WCA/ IOD. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits and housing allowance. To also perform Ad hoc tasks and other HR related duties in the People Management Component. The management and supervision of staff within the Pensions Office, Housing office, PILIR office and WCA/ IOD office. Handling of HR Transversal matters within the Department such as Special Leave, Local visits, salary recalls and management of overtime authorizations for the Institution. Manage, plan and co-ordinate these sections with regards to implementation and adhering to relevant policies, procedures, prescripts about Pension Administration, Housing, PILIR and WCA/ IOD. Provide assistants to clients, personnel, management and supervisors. Act as PERSAL revisor with regards to salary, pension, housing, personnel and leave administration. Ensuring the correct procedures are followed to effect timeous payments of pension benefits and housing allowance. To also perform Ad hoc tasks and other HR related duties in the People Management Component.

**ENQUIRIES APPLICATIONS** : Mr M. Leokame Tel No: (021) 938-4535  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : Candidates may be subjected to a practical test.  
: 06 September 2024

**POST 30/346** : **EMS SHIFT LEADER GRADE 3 TO 6 (X2 POSTS)**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : Grade 3: R317 751 per annum  
: Grade 4: R376 596 per annum  
: Grade 5: R455 079 per annum  
: Grade 6: R558 714 per annum

**CENTRE** : EMS: Clanwilliam (X1 Post)

<b><u>REQUIREMENTS</u></b>	Northern Division (X1 Post) : Minimum educational qualification: <b>Grade 3:</b> Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). <b>Grade 4:</b> Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). <b>Grade 5:</b> Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. <b>Grade 6:</b> Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience your current registration category with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid code C1 driver's license. Current registration with HPCSA as an AEA, ECT, Paramedic or ECP. Current Professional driver's permit. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Computer literacy in the MS Office package. Report writing skills. Physical and mental fitness as an Emergency Services practitioner.
<b><u>DUTIES</u></b>	: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of Emergency Vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regards to accident and incident reports, loss and theft control incidents and safety incidents. Ensure effective communication with regards to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide an effective administrative support to the Supervisor when required.
<b><u>ENQUIRIES</u></b>	: Mr. EW. Pedro (District Manager – West Coast) Tel No: (022) 433 8853, Mr. A Hickey (District Manager – Northern District) Tel No: (021) 830 1150
<b><u>NOTE</u></b>	: No payment of any kind is required when applying for this post. Candidates may undergo a practical assessment.
<b><u>CLOSING DATE</u></b>	: 13 September 2024
<b><u>POST 30/347</u></b>	: <b><u>PERSONAL ASSISTANT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R308 154 per annum : Valkenberg Hospital : Minimum educational qualification: An accredited secretarial diploma and/or administrative qualification on the level of NQF level 5 (a certificate of completion should be provided). Qualifications on a higher NQF level may also be accepted on condition that the subjects of the qualification align to the post. Experience: Appropriate experience in rendering secretarial and management support to Senior Managers in a professional environment. Inherent requirements of the job: Valid drivers' license. Competencies (knowledge/skills): Computer literacy (Office Suite, i.e. MS Word, Advance Excel, Outlook, and PowerPoint). Ability to work fully independently and utilize own initiative to complete task and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, good planning, organizational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to client and staff alike. Able to compile and write relevant documents. Ability to function in a team. Ability to execute duties accurately and thoroughly.
<b><u>DUTIES</u></b>	: Provide a secretarial support service to senior management. Provide administrative support in terms of adhering to personal requirements by staff



directly reporting to CEO. Provide administrative support services with regards to meetings, including minute taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

- ENQUIRIES APPLICATIONS** : Ms. Charlyn Goliath Tel No: (021) 826 5786
- NOTE** : 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 subjected to a written and oral assessment. The pool of applicants for the post of Personal Assistant will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
- CLOSING DATE** : 13 September 2024
- POST 30/348** : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL NURSING) (X2 POSTS)**  
West Coast District
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 per annum  
Grade 3: R451 533 per annum
- CENTRE REQUIREMENTS** : Darling and Riebeeck West Clinics, Swartland Sub-district
- CENTRE REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirement of the job: Valid (Code B/EB/) driver's licence and be willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness 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. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. NIMART training or experience. Basic computer skills in MS Word, Excel, Outlook. Knowledge of relevant legislation and policies of the Department of Health Western Cape.
- DUTIES** : Provide direction and supervision for the implementation of nursing plan (clinical practice/quality patient care. Implement standards, practices, criteria and indicators for quality nursing. Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human material and physical resources efficiently and effectively.
- ENQUIRIES APPLICATIONS** : Mr RA Christoffels Tel No: (022) 482 2729
- ENQUIRIES 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 subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 13 September 2024
- POST 30/349** : **PROFESSIONAL NURSE GRADE 1 TO 3: GENERAL**  
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R307 473 per annum

		Grade 2: R375 480 per annum
		Grade 3: R451 533 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mowbray Maternity Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Inherent requirements of the job: Work within a shift system. Willingness to work shifts, public holidays, after hours, night duty and weekend cover for nursing Willing to work overtime if needed. Competencies (knowledge/skills): Computer literacy. Planning and organisational skills. The ability to function independently under pressure. Knowledge and insight into protocols and policies pertaining to nursing practices in a hospital setting.
<b><u>DUTIES</u></b>	:	To provide holistic, quality health care and education according to individual needs of patients, family and the community. Effective utilization of resources. Maintain professional growth/ethical standards and self- development. Provide support to Nursing Services. Participate in training and research. Ensure proper record keeping and perform administrative duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Riley Tel No: (021) 659 5570
	:	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 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)". Candidates will be subjected to a written/practical and oral assessment. The pool of applicants will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/350</u></b>	:	<b><u>PROFESSIONAL NURSE GENERAL: GRADE 1 TO 3 (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R307 473 (PNA2) per annum Grade 2: R375 480 (PNA3) per annum Grade 3: R451 533 (PNA4) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Morning Star CDC (X1 Post) Reed Street ARV CDC (X1 Post) 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. <b>Grade 2:</b> A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 3:</b> A Minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours. Willingness to rotate within the Northern/Tygerberg Sub-structure. Competencies (knowledge/skills): Knowledge of grievance procedure and disciplinary legislation. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Computer literate in MS Office (Excel, Word and Power point) and MS Outlook.
<b><u>DUTIES</u></b>	:	Provide direction and supervision for the implementation of quality comprehensive nursing care within the Primary Health Care context. Maintain ethical practice within legal and regulatory frameworks. Maintain a constructive

working relationship with all relevant stakeholders of the Primary Health Care Team. Utilize human, material and physical resources efficiently and effectively. Participate in training programmes and research activities. Maintain workplace disciplinary of sub-ordinates.

- ENQUIRIES** : Mr. M Horne Tel No: (021) 946 3790 (Reed Street CDC)  
Ms. L Rose-Benjamin Tel No: (021) 829 8330 (Morning Star CDC)
- 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 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 vacant Professional Nurse General posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/oral assessment.
- CLOSING DATE** : 06 September 2024
- POST 30/351** : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (FAMILY)**  
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R307 473 per annum  
Grade 2: R375 480 (PNA3) per annum  
Grade 3: R451 533 (PNA4) per annum
- CENTRE** : Worcester Regional Hospital  
Medicine (X1 Post)  
Orthopaedics (X1 Post)  
Training (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. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. Registration with a professional council: Registration with SANC as a Professional Nurse. Inherent requirements of the job: -Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): -The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good problem- solving, motivational and leadership skills.
- DUTIES** : Provision of person-centered quality care within the laws and regulations relevant to nursing and health care. Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Manage proper utilization of human and financial resources. Management quality assurance according to National Core Standards, Infection Prevention and Control and Occupational Health and Safety Standards. Ensure accurate collection and recording of data. Render support to the supervisor and colleagues.
- ENQUIRIES** : Ms AE Badenhorst Tel No: (023) 348 1137
- 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 subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in

	:	a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/352</u></b>	:	<b><u>PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 TO 3</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R250 947 per annum Grade 2: R290 436 per annum Grade 3: R313 308 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Mitchell's Plain District Hospital Minimum educational qualification: As required by the training facility and the South African Pharmacy Council (SAPC) plus a Post-Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Post-Basic) Institutional. Registration with a professional council: Registration with the SAPC as Pharmacist Assistant (Post-Basic) (Institutional). Experience: <b>Grade 1:</b> Grade 1: None after registration with the SAPC as Pharmacist Assistant (Post-Basic). <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC. <b>Grade 3:</b> A minimum of 13 years' appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post-Basic) with the SAPC.
<b><u>DUTIES</u></b>	:	Dispensing and capturing of prescriptions under supervision of pharmacist. Counselling the patients. Receiving stock from supplier and capturing of thereof. Ordering and issuing of stock. Manufacturing of mixtures under the supervision of the pharmacist. Support and assist pharmacist.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Parker Tel No: (021) 377-4807 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 with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)". Pharmacist Assistants who do not comply with registration in the advertised category may apply on condition that registration in the required category is obtained within 12 months. The appointment will be subject to a 12-month probationary period. Should the employee not meet the conditions of their appointment within the agreed timeframes, the probationary period may be extended, or the employee may be dismissed. The pool of applicants will be considered for other vacant Pharmacist Assistant Post Basic posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written and oral assessment.
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/353</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C (MEDICAL GAS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R230 898 per annum Grade B: R270 915 per annum Grade C: R314 751 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Groote Schuur Hospital, Observatory Minimum educational qualifications: Appropriate trade test certificate in the Mechanical or Millwright Fields. Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.
<b><u>DUTIES</u></b>	:	Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, track repair requisitions

and keep record of all repairs and perform the necessary administrative functions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment as well as cleaning areas where work has been carried out.

**ENQUIRIES** : Mr. M. Barbour/ Mr. R. van Schalkwyk Tel No: (021) 404-4055/6289  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 September 2024

**POST 30/354** : **ARTISAN PRODUCTION GRADE A TO C**  
 Central Karoo District

**SALARY** : Grade A: R230 898 per annum  
 Grade B: R270 915 per annum  
 Grade C: R314 751 per annum

**CENTRE** : Beaufort West Hospital  
**REQUIREMENTS** : Minimum educational qualification: SAQA recognized Trade Test in a trade relevant to Building, Equipment & Infrastructure Construction & Maintenance (including general Fault-finding & Repair). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): A practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. A practical, working knowledge of the working principle, parts and assembly, testing, routine & breakdown maintenance of the following: Domestic & light commercial laundry & kitchen equipment, Access control, Fire Detection & Electrical Fencing Hardware, Basic building terminology and construction, Hospital Technical Systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Good communication skills. Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.

**DUTIES** : Repairs of equipment, reticulations and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

**ENQUIRIES** : Mr. C Makwela Tel No: (023) 414 8235  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 September 2024

**POST 30/355** : **ADMINISTRATION CLERK**  
 West Coast District

**SALARY** : R216 417 per annum  
**CENTRE** : Laingville Clinic / Saldanha Sub-District (Hanna Coetzee Clinic)  
 Admissions (X1 Post)  
 Support (X1 Post)

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills):

Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Excellent filing and recordkeeping skills. Ability to work under pressure and to meet deadlines. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team.

- DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file, and retrieve folders, trace old folders, compile new folders and destruct folders. Handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms, and standards.
- ENQUIRIES APPLICATIONS** : Ms A.R. Louw Tel No: (022) 709-5066
- 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  
13 September 2024

**POST 30/356** : **TELECOM OPERATOR: SENIOR**

- SALARY** : R216 417 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate Technical Support experience within Telephone Exchange Department. Operating an electronic switchboard and a messaging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends, and public holidays. Work overtime when required for operational needs. Perform standby duties. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel, and Outlook). Speak Clearly.

- DUTIES** : Manage and support all aspects of a PABX System: Setting up and operation of workstations and network servers, Co-ordinate system updates; configuration changes; installation of hardware, software, and devices. Create and manage all speed dial requests; update both the hard and electronic hospital telephone directory and action and execute all telephone faults reported processing all new applications; transfers of telephone lines and telephone equipment. Effectively monitor excess telephone calls; bill personal calls; Installing and setting up of VOIP Telephones and telephone systems. Assist on the electronic switchboard including handling of incoming and outgoing calls; receive and deliver messages; handle and resolve queries from the public. Timeous submission of stats and progress reports, provide assistance to Telephone Exchange Manager as well as other line managers. Effectively sending of bulk SMS's and Co-ordinate the administration duties in the Paging office.

- ENQUIRIES APPLICATIONS** : Mr K Stevens Tel No: (021) 404-3238
- 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.  
13 September 2024

**POST 30/357** : **ADMINISTRATION CLERK: SUPPORT (ADMISSIONS)**  
Cape Winelands District

- SALARY** : R216 417 per annum
- CENTRE** : Kylemore CC, Stellenbosch Sub-district
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work 8-hours (i.e. Monday - Friday) and overtime when required. Valid (Code B/EB) driver's licence. Competencies (knowledge/ skills): Good interpersonal and communication skills. Computer literate (MS Word, Excel and Outlook).

- DUTIES** : Supportive administration functions and register patients on the Patient Administration System (PHCIS). Responsible for folder management: file, retrieve, archiving and disposal of folders. Maintain patient appointment system. Responsible for effective management of communication (telephonic

enquiries). Data management and capturing. Supportive admin functions including e.g. preparation of folders for the next day, completion registers, etc.

**ENQUIRIES** : Ms M. Muller, Tel No: (021) 808-6109

**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** : 06 September 2024

**POST 30/358** : **PERSONNEL OFFICER: TALENT SOURCING**  
Chief Directorate: Emergency Clinical and Services Support

**SALARY** : R216 147 per annum

**CENTRE** : Directorate People Management: Talent Sourcing

**REQUIREMENTS** : Senior Certificate or equivalent. Experience: Appropriate experience in Recruitment and Selection. Inherent requirements of the job: Valid Code B/EB driver's license. Willingness to travel. Competencies (knowledge/skills): Computer skills MS Office packages (Word, Excel, PowerPoint) Outlook and PERSAL and numeracy skills. Knowledge and experience of Employment Practices (Recruitment and Selection), and establishment administration will be an advantage. Knowledge and experience of S-Cube, Dots Verifications. Good interpersonal and organisational skills and ability to function under pressure and meet deadlines.

**DUTIES** : Provide advice regarding the application of Recruitment and selection policies and prescripts. Capturing of Advert on S-Cube (Electronic recruiting system). Act as scribe/personnel representative with the filling of posts. Assist with scrutinise motivations for procedural and substantive correctness and fairness of recruitment process. Host fingerprints and process verifications. Assist with telephonic and written queries and support to supervisor. Maintain and update database and all registers.

**ENQUIRIES** : Ms A Petersen Tel No: (021) 815-8789

**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 will be subjected to a practical assessment.

**CLOSING DATE** : 06 September 2024

**POST 30/359** : **ADMINISTRATION CLERK: SUPPORT (GENERIC)**  
Garden Route District

**SALARY** : R216 417 per annum

**CENTRE** : Calitzdorp Clinic

**REQUIREMENTS** : Minimum educational qualification: Senior certificate / Grade 12. Experience: Appropriate Administrative experience in a Health Facility. Inherent requirements of the job: Experience in PHCIS and computer literacy. Valid driver's license(manual) and willingness to travel. Competencies (knowledge/skills): Good verbal and written communication skills. Excellent filing and recordkeeping skills. Ability to work independently and in a multi-disciplinary team.

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

**ENQUIRIES** : Ms S Labuschagne Tel No: (028) 551-1010

**APPLICATIONS** : 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. The pool of applicants will be considered for other Administration Clerks: Support posts within the Garden Route District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 13 September 2024

**POST 30/360** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (STORES) (X3 POSTS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/ or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Stores Environment. Competencies (knowledge/skills): Knowledge of/ skills in SYSPRO Inventory Management System. Good organisational skills. Good interpersonal and communication skills.

**DUTIES** : Ensure the effective running of the store. Verify stock holding and identify slow moving stock. Proper filing and updating of electronic system. Communicate and manage suppliers. Proper resolution of queries and provide assistance where needed.

**ENQUIRIES** : Mr E Mohamed Tel No: (021) 404-5180  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 September 2024

**POST 30/361** : **ADMINISTRATION CLERK: SUPPORT**  
Chief Directorate: Emergency and Clinical Services Support

**SALARY** : R216 417 per annum  
**CENTRE** : Emergency Clinical Services Support, Pharmacy Services  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Experience and knowledge of office administration and management. Telephone etiquette. Knowledge of filing systems and registry procedures. Data management skills. Computer literacy (MS Word, Excel and Outlook). Organisational skills.

**DUTIES** : Manages the general office administrative functions. Ensure the safekeeping and filling of all documentation in the office in line with relevant legislation and policies. Provide support services to Pharmacy Services coordinator and component staff with regard to specific projects. Support procurement and budgeting process. Accurate maintenance of databases. Maintain and supervise the provision of elementary human resource (HR) functions to ensure compliance with department policy requirements.

**ENQUIRIES** : Ms H Hayes Tel No: (021) 483-4567  
**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 will be subjected to a practical test.

**CLOSING DATE** : 06 September 2024

**POST 30/362** : **ADMINISTRATION CLERK: REGISTRY (MEDICAL RECORDS) (X3 POSTS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience of Medical Records or Registry services. Inherent requirements of the job: Willingness to work shifts. Must be willing to rotate and/or relief personnel. Competencies (knowledge/skills): Computer literacy. Good communication skills.

**DUTIES** : Batching of all incoming episode folders. Issue and receive folders master file daily. Responsible for archiving all inactive folders. Ensure that folders are prepared correctly. Ensure that folders are scanned as per prescripts. Ensure that folders are being index correctly. Daily re-filing of episodes into yellow folders. File tracking on Hospital Information System and Trace misfiles. Ensure duplicate folders are being merged correctly. Handle of Microfilm as per request. Handle telephone enquiries.

**ENQUIRIES** : Ms M Xontana Tel No: (021) 938-4512



<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 may be subjected to a practical test.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/363</u></b>	:	<b><u>ADMINISTRATION CLERK: FINANCE/ ADMIN (REVENUE) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R216 417 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate with Mathematics /Mathematical Literacy / Accountancy as a passed subject. Experience: Appropriate experience in Revenue Department. Inherent requirements of the job: Excellent written and verbal communication skills. Computer literacy (Word, Excel) in terms of collating, interpreting and inserting data into a spreadsheet. Competencies (knowledge/skills): Ability to work under pressure with set deadlines. Excellent interpersonal skills. Ability to execute duties accurately and thoroughly. Must be able to work independently or in a team and under supervision. Knowledge of how to operate computer hardware.
<b><u>DUTIES</u></b>	:	Handling of patient account enquiries. Perform all duties associated with the follow up and collection of outstanding accounts. Ensure correctness of patient invoices. Clearing of Inter-responsibility Account and Medscheme accounts. Billing of patient accounts and allocate payments. Handling of state monies.
<b><u>ENQUIRIES</u></b>	:	Mr LI Kitshini, Tel No: (021) 938 4387
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/364</u></b>	:	<b><u>STAFF NURSE: GRADE 1 TO 3</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE</u></b>	:	Murraysburg CC
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration as Staff Nurse with the SANC. Inherent requirement of the job: Willingness to work overtime and to work at Murraysburg Hospital when necessary. Competencies (knowledge/skills): Good communication skills. Self- discipline and motivation.
<b><u>DUTIES</u></b>	:	Development and implementation of basic patient care plans. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development. Participate in infection prevention and control.
<b><u>ENQUIRIES</u></b>	:	Ms S Scheepers Tel: (049) 844-0021
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	13 September 2024

<b><u>POST 30/365</u></b>	:	<b><u>STAFF NURSE GRADE 1 TO 3 (MIXED SURGERY) (X1 POST), (ICU HIGH CARE) (X1 POST)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Worcester Regional Hospital Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/ recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<b><u>DUTIES</u></b>	:	Provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Assist with cost-effective utilization of physical, human and financial resources. Provide health promotion and information to patient, family and groups. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms AE Badenhorst Tel No: (023) 348 1137 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. Shortlisted candidates will be subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/366</u></b>	:	<b><u>STAFF NURSE: GRADE 1 TO 3</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Robertson Mobile 2 Zolani Clinic, Langeberg Sub-district Minimum educational qualification: Qualification that allows registration with the SANC as Staff Nurse. Registration with a professional council: Registration with the SANC as Staff Nurse. 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 Staff Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile, hospital and when needed within the community (COPC concept). Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Computer literacy (MS Word, Excel and Outlook) to be able to communicate, capture patient information, check results and capture data. Ability to promote quality patient care through the implementation of protocols, guidelines, and standards.

**DUTIES** : Management of Burden of disease in accordance with the guidelines and protocols of the western cape. Provide quality of care to acute care, chronic, woman health and children/well-baby services. Maintain of all records accurately inclusive of clinical records and statistics registers. Effective utilization of Resources/Stock and equipment within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Improving quality of health services to the surrounding communities.

**ENQUIRIES APPLICATIONS** : Ms. E Pengelley Tel No: (023) 626 - 8500  
: 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 on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**POST 30/367** : **STAFF NURSE GRADE 1 TO 3 (X10 POSTS)**

**SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
: Minimum Educational Qualification: Appropriate qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with a professional council: Registration with the SANC as a Staff Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.

**DUTIES** : Provide quality basic nursing care according to procedures and policy. Provide basic nursing care under the direct and indirect supervision of the Registered Professional Nurse. Create a safe and therapeutic environment for patients and the public. Participate in learning opportunities and research projects. Accurate recordkeeping and effective utilization of resources.

**ENQUIRIES APPLICATIONS** : Mrs F Baartman Tel No: (021) 938-4055  
: 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 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 a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**POST 30/368** : **STAFF NURSE GRADE 1 TO 3 (X2 POSTS)**  
West Coast District

**SALARY** : Grade 1: R209 112 per annum  
Grade 2: R248 613 per annum  
Grade 3: R290 805 per annum

**CENTRE** : Vredendal North Clinic (X1 Post)  
Ebenhauzer (Lutzville) Clinic (X1 Post), Matzikama SD

<b><u>REQUIREMENTS</u></b>	:	Minimum Requirement: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Current registration with the South African Nursing Council as Enrolled Nurse. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Enrolled Nurse. <b>Grade 3:</b> A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Enrolled Nurse. Inherent requirement of the job: Willingness to travel to and support other Clinics in the Sub-district when needed Willing to work on the mobile health clinic bus. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication and interpersonal relationships. Basic computer skills in MS Word and Outlook. Knowledge of relevant nursing legislation, policies and protocols of the Department of Health, Western Cape.
<b><u>DUTIES</u></b>	:	Effective, supportive and efficient delivery of a curative service to all patients on PHC level. Rendering of an effective Mother and Child Health service and programmes, including immunizations and effective nutrition services. Effective and efficient delivery of HAST services.
<b><u>ENQUIRIES</u></b>	:	Dr JE Eygelaar Tel No: (027) 2134-070
<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. Shortlisted candidates will be subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	13 September 2024
<b><u>POST 30/369</u></b>	:	<b><u>FOOD SERVICES SUPERVISOR</u></b> West Coast District
<b><u>SALARY</u></b>	:	R183 279 per annum
<b><u>CENTRE</u></b>	:	Swartland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in a large-scale food service environment where more than 50 meals are being prepared at a time. Appropriate supervisory experience. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays. Ability to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Correct Interpretation of recipes, production planning and daily statistics. Competencies (knowledge/skills): Computer literacy and numerical skills. Knowledge of mass production and cooking methods for both normal and therapeutic diets. Knowledge of hygiene, Occupation Health and Safety and HACCP principles. Sound organizing, interpersonal and communication skills. Ability to work according to rules and policies to meet deadlines. Ability to work independently and under pressure.
<b><u>DUTIES</u></b>	:	General supervision of the food service unit and ensure that receiving, storage, issuing and preparation is done accordingly. Implementation of standardized recipes and provincial menu. Supervise and administer activities regarding the meal plan. Responsible for the implementation of saving measures and record keeping of food service statistics. Implement and maintain personal hygiene standards and food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Assist with HR relative matters (checking duty rosters and registers, induction, identify training needs, leave forms and disciplinary procedures).
<b><u>ENQUIRIES</u></b>	:	Ms Anthea van Breda Tel No: (022) 487-9223
<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>	:	It will be expected from candidates to complete a practical test. No payment of any kind is required when applying for this post
<b><u>CLOSING DATE</u></b>	:	06 September 2024

<b><u>POST 30/370</u></b>	:	<b><u>ARTISAN ASSISTANT</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R183 279 per annum
<b><u>CENTRE</u></b>	:	Stikland Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Grade 10 (or equivalent). Inherent requirement of the job: Willingness to work overtime when required. Ability to do standby duty when required. Capability to do strenuous physical labour. Valid Code B Driver's Licence. Competencies (knowledge/ skills): Basic knowledge of carpentry, bricklaying, plastering, electrical, mechanical, light current, Air-con & refrigeration, plumbing, painting, tiling and other Handyman related functions. Knowledge of Occupational Health and Safety Act.
<b><u>DUTIES</u></b>	:	Maintenance, installation and minor repairs of water reticulation systems. Maintenance and unblocking sewer systems and minor repairs in all related plumbing activities. Maintenance and minor, repairs to equipment and machines in the mechanical field. Maintenance and minor repairs and installations of equipment and electrical items. Maintenance and minor repairs and manufacture of all carpentry work. Maintenance and minor repairs in the light current field. Maintenance and minor repairs of buildings and repairs.
<b><u>ENQUIRIES</u></b>	:	Mr. D Polliandi Tel No: (021) 940-4566
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical assessment. The pool of applicants for the post of Assistant to Artisan will be considered for other posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/371</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X14 POSTS)</u></b>
<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</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 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 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 Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover. Competencies (knowledge/skills): Ability to work independently and under pressure. Good communication skills.
<b><u>DUTIES</u></b>	:	Provide quality basic nursing care according to procedures and policy. Assist patients with activities of daily living which includes patient hygiene, nutritional status, mobility and elimination needs. Escort patient to and from x-rays, sonar, etc. Assist professional nurses with clinical procedures and preparation of patients for diagnostic and surgical procedures. Accurate recordkeeping and effective utilization of resources.
<b><u>ENQUIRIES</u></b>	:	Mrs F Baartman Tel No: (021) 938-4055
<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 candidates who apply for the first time for registration in a specific category with the South African Nursing Council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	06 September 2024

<b><u>POST 30/372</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 TO 3 (X4 POSTS)</u></b> Chief Directorate: Rural 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>	:	Worcester Regional Hospital Minimum educational qualification: Qualification that allows registration with the SANC as a Nursing Assistant. Registration with a professional council: Registration with the South African Nursing Council as a Nursing Assistant. Experience: <b>Grade 1:</b> None. <b>Grade 2:</b> A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Nursing Assistant. Inherent requirement of the job: Ability to work shifts during the day and night, weekends and public holidays and overtime when required by supervisor. Willingness to rotate within different Functional Business Units. Competencies (knowledge/skills): Sound knowledge of SANC Regulation which prescribe nursing practice. The ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Good interpersonal and communication skills. Ability to deal with conflict situations and make sound decisions under pressure.
<b><u>DUTIES</u></b>	:	Assist patients in the provision of basic holistic health care within the laws and regulations relevant to nursing and health care. Provide health promotion and information to patient, family and groups. Assist with cost-effective utilization of physical, human and financial resources. Responsible for carrying out quality patient care procedures according to the specific needs of patients. Ensure effective and accurate record-keeping and communication. Render support to the supervisor and colleagues.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms AE Badenhorst Tel No: (023) 348 1137 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. Shortlisted candidates will be subjected to a practical 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 to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/373</u></b>	:	<b><u>NURSING ASSISTANT GRADE 1 (X5 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: R 227 070 per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Valkenberg 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 a 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 a Nursing Assistant. <b>Grade 3:</b> A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as a Nurse Assistant. Inherent requirements of the job: -Willingness to work overtime, shifts, weekends, and public holidays when required. Must be prepared to assist across the hospital according to operational needs. Competencies (knowledge/skills): -Good communication, planning and interpersonal skills. Ability to communicate (verbal and written). Ability to work in the multidisciplinary team. Appropriate experience in Mental health care health environment.
<b><u>DUTIES</u></b>	:	Assist mental health care users with activities of daily living. Supervise mental health care users and provide elementary clinical nursing care. Maintain

- professional growth/ethical standards and self-development. Effective functioning within multi-disciplinary team. Effective utilization of resources.
- ENQUIRIES** : Mr Mapitsi Photo Tel No: (021) 8265 801
- 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 in 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 vacant Nursing Assistant posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 13 September 2024
- POST 30/374** : **CHILD MINDER**  
Chief Directorate: Metro Health Services  
(1 Year Contract)
- SALARY** : R155 148 per annum
- CENTRE** : Lentegeur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic literacy and numeracy skills and a Child Care Certificate. Experience: Appropriate experience in Child Minding. Inherent requirement of the job: Willingness to work shift and/or rotation basis. Competencies (knowledge/skills): Good interpersonal, supervisory skills. Ability to work independently and within a team. Educare teaching and training skills and the ability to perform child minding activities. Ability to multitask and overall responsibility for each child, as well the ability to communicate effectively.
- DUTIES** : Provide quality childcare to children at the Lentegeur Hospital Childcare Centre. Ensure the safe supervision for the children between the ages of 1 years and 6 years. Provide effective communication within and outside the institution. Developing a healthy multi-disciplinary environment. Ensure the development of Children.
- ENQUIRIES** : Ms. A. Brandt Tel No: (021) 830-2704
- 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 subjected to a written and oral assessment. The pool of applicants will be considered for other vacant Child Minder posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
- CLOSING DATE** : 13 September 2024
- POST 30/375** : **PORTER**  
Garden Route District
- SALARY** : R131 265 per annum
- CENTRE** : Mossel Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in a health sector porter service. Inherent requirement of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Good communication skills.
- DUTIES** : Transport of patients. Assist with loading of patients in/out of ambulances/vehicles, to and from, beds, trolleys or wheelchairs and vice versa. Responsible for cleaning of wheelchairs and trolleys. Assist with the transportation of corpses from wards to the mortuary and entering details in the mortuary register. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas.
- ENQUIRIES** : Mr B Caffoen Tel No: (044) 604 6114

**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. The pool of applicants will be considered for other Porter posts within the Mossel Bay Sub District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.

**CLOSING DATE** : 06 September 2024

**POST 30/376** : **GENERAL WORKER: STORES (MAIN PHARMACY STORES)**

**SALARY** : R131 265 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in medical stores. Inherent requirement of the job: Must be able to manage heavy cartons on a continuous basis. Competencies (knowledge/skills): Good interpersonal and communication skills.

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

**ENQUIRIES** : Mr W Isaacs Tel No: (021) 938-5225

**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 may be subjected to a practical test.

**CLOSING DATE** : 06 September 2024

**POST 30/377** : **FOOD SERVICES AID (X2 POSTS)**  
Observatory

**SALARY** : R131 265 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Foodservice unit experience. Inherent requirements of the job: Ability to work day/night shifts (weekends and public holidays). Must be willing to enter all types of hospital wards and serve the patients. Ability to do work of a physical nature which includes lifting heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial large scale foodservice unit. Knowledge of HACCP and safety principles.

**DUTIES** : Utilise the Cook Chill System which involves pre-preparation, cooking, plating, distributing, regenerating, serving meals and beverages for the patients in accordance with the PGWC Food Service Policy. Follow standardized PGWC Recipes and Menus. Assist in receipt and storage of all provisions in the foodservice unit. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and kitchen staff and feedback problems and recommendations to the Foodservice supervisor/manager. Dress according to Departmental specifications and adhere to Hospital/PGWC Policy.

**ENQUIRIES** : Ms AS van Schalkwyk Tel No: (021) 404-4042

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

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

**CLOSING DATE** : 13 September 2024

**POST 30/378** : **FOOD SERVICES AID**  
West Coast District

**SALARY** : R131 265 per annum

**CENTRE** : Swartland Hospital, Malmesbury

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an industrial Food Service environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must



be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure.

**DUTIES** : Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.

**ENQUIRIES** : Ms A van Breda Tel No: (022) 487-9223

**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 may be subjected to a competency test. As directed by the Department of Public Service and Administration, applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records and previous employment

**CLOSING DATE** : 06 September 2024

**POST 30/379** : **PORTER (X2 POSTS)**  
West Coast District

**SALARY** : R131 265 per annum  
**CENTRE** : Vredenburg Hospital, Saldanha Sub-District  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts and over weekends. Ability and willingness to perform tasks such as lifting of patients from/onto beds, trolleys and wheelchairs. Competencies (knowledge/skills): Ability to work and communicate with internal and external patients. Good interpersonal and communication skills. Willingness to work in a team.

**DUTIES** : Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment to and from departments. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Responsible for the cleanliness of wheelchairs. Respond to request from wards/departments.

**ENQUIRIES** : Ms E Lester Tel No: (022) 709-7257

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

**CLOSING DATE** : 06 September 2024

**POST 30/380** : **LAUNDRY AID**  
Central Karoo District

**SALARY** : R131 265 per annum  
**CENTRE** : Laingsburg Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) / Grade 9 (Std 7). Experience: Appropriate experience in laundry services. Inherent requirements of the job: Must be able to be on feet for most of the day and to work in uncomfortable temperatures. Able to handle heavily soiled linen containing human excretions and blood. Competencies (knowledge/skills): Good communication skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Laundry Services.

**DUTIES** : Collecting, Sorting and Weighing of dirty, soiled linen. Machine & Equipment operation, washing drying and ironing of linen. Linen Stock Control and Management of Linen Room. Execution of Occupational Health and Safety

		prescripts and general environmental safety and hygiene. Ad hoc Administrative duties and willingness to rotate in other departments.
<b><u>ENQUIRIES</u></b>	:	C Bothma Tel No: (023) 814-2015/24
<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. The pool of applicants will be considered for other Laundry Aid posts within the Central Karoo District, for a period of 3 months from date of advert. Candidates will be subjected to a practical/written assessment.
<b><u>CLOSING DATE</u></b>	:	06 September 2024
<b><u>POST 30/381</u></b>	:	<b><u>MEDICAL OFFICER GRADE 1 TO 3 (SURGICAL) (SESSIONAL 11 HOURS P/WEEK)</u></b> West Coast District (Contract until 31 March 2025)
<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). Registration with HPCSA. Registration with a professional council: Registration with the HPCSA as 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 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. <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 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 standby as per rotation schedule. Must be flexible to accommodate changes in schedule. Services rendered at 44 hours per 4 weeks at an average of 11 hours a week as per standby hours and actual working hours calculation. Candidate should have their own means of transport. Competencies (knowledge/skills): Fully competent in performing appropriate level one surgery (examples include but are not limited to: emergency caesarean section, laparotomy for suspected ectopic pregnancy, deep vaginal tear repair, emergency evacuation of the uterus etc.)
<b><u>DUTIES</u></b>	:	Surgical Skills: independent & safe surgical procedures. Safe surgical entry and close sure the abdomen. Perform Obstetrics and Gynecological procedures expected at district level. Navigate and manage any intra-operative complications that could occur. Safe Evacuation of uterus. Cervical or Perineal tear repair (up until grade 3a). Assistance with resuscitation. Assist in EC with surgical emergencies upon request. Appropriate record keeping.
<b><u>ENQUIRIES</u></b>	:	Dr CG de Wet Tel No: 022 709-7208
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

**CLOSING DATE** : 06 September 2024

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 09 September 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-pre-entryprogramme/> 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 30/382** : **DIRECTOR: PROPERTY MANAGEMENT REGION 1 REF NO: DOI 122/2024**

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Department of infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years' experience at a Middle/Senior Management level. Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A valid driving licence/ Alternative mode of transport for a person with disabilities; Post graduate qualification; Property management experience. Competencies: Extensive knowledge and interpretation of applicable policies and procedures; Knowledge of the following: Management Principles; Public Service procedures; HRM processes; Labour relations; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Sound budgeting skills; Facilitation and presentation skills.

**DUTIES** : Strategic capability and leadership; Change Management: initiate, support and champion organisational transformation and change to successfully implement new initiatives and delivery on service delivery commitments.; Project and Programme Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements related to the PFMA and corporate governance; Management of the human resources of the Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.

**ENQUIRIES** : Mr. Brett Blackburn Tel No: (021) 483 5183

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

#### **OTHER POSTS**

**POST 30/383** : **CONTROL ENGINEERING TECHNICIAN GRADE A: STRUCTURES(BMS)**  
**REF NO: DOI 119/2024**

**SALARY** : Grade A: R522 741 per annum, (OSD).  
**CENTRE** : Department of infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate recognised National Diploma in Civil Engineering (or equivalent qualification); A minimum of 6 years post qualification technical (Engineering) experience; Compulsory registration as an Engineering Technician with the Engineering Council of South Africa (ECSA); A Valid Driving license (code B)  
NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Applicable Public Sector experience and exposure; Applicable experience in transport infrastructure, road construction and maintenance; Experience of surface and gravel roads or the asset management processes of these assets; Knowledge of relevant legislation, regulations and policies related to Provincial proclaimed roads; Exposure to provincial road systems for network level operational support. Competencies: Knowledge of the following: Road networks, traffic and accident data, paved and unpaved road systems, condition assessments, data collection and processing, bridges, major culverts and other road side assets. Project Management; Research and Development; People skills and management; Skills needed: Problem Solving; Customer Focus and responsiveness; Planning and organising; Communication (written and verbal) and technical report writing; Financial Management; Decision Making; Liaison with other government departments.

**DUTIES** : Manage technical services; Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities; Manage administrative and related functions; Provide inputs into the budgeting process; Research and development; Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES** : Mr N van Gass at (081) 250 5160.  
**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.

**CLOSING DATE** : 09 September 2024

**POST 30/384** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): STRUCTURE**  
**DESIGN REF NO: DOI 120/2024**

**SALARY** : Grade A: R833 499 - R889 158 per annum, (OSD as prescribed)  
Grade B: R939 024 - R1 011 597 per annum, (OSD as prescribed)  
Grade C: R1 068 342 - R1 254 282 per annum, (OSD as prescribed)  
**CENTRE** : Department of infrastructure, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Civil Engineer; A valid code B or higher driving license. Recommendation: None. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis; knowledge Research and development; Computer aided engineering applications; legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; Skills needed: Financial management; Written and verbal communication; Analytical;

- Computer-aided engineering applications; Research and development; Technical report writing; Problem solving.
- 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; 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; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development: Continuous professional development to keep up with new technologies and procedures.
- ENQUIRIES APPLICATIONS** : Mr M Hendrickse Tel No: (021) 483 2427  
: 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.
- CLOSING DATE** : 09 September 2024
- POST 30/385** : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT SUPPORT REF NO: DOI 118/2024**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
: Department of infrastructure, Western Cape Government  
: An appropriate 3-year tertiary qualification (B-Degree or higher) in Information Technology; A minimum of 3 years management level experience. Recommendation: None. Competencies: Knowledge of the following: Project management; Personnel management; Financial and procurement procedures; Occupational Health and Safety Act; Public Service Act and regulations; Public Finance Management Act; Skills needed: Analytical; Problem solving; Interpersonal and organisation; Written and verbal communication; Proven computer literacy.
- DUTIES** : Manage the performance of assigned personnel to achieve key result areas that derive from the Sub Directorates Work Plan / Project plans, relating to the following functions: Identify, implement and maintain departmental ICT policies and application systems; Manage interface with Ce-I and other service providers; Coordinate departmental inputs into Strategic ICT plan; Ensure systems security; Coordinate and facilitate the introduction and optimisation of systems. Manage all projects allocated to the sub-directorate. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision making in government operations; produce reports; enhance service delivery; support transparency; support integration/collaboration across departments government spheres. Communicate the Batho Pele concept to employees; obtain support and commitment to apply the underlying principles in their day-to-day work-operations; identify weaknesses and gaps in service delivery; and develop and implement opportunities to improve service delivery. Management the human resources of the Sub Directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations.
- ENQUIRIES APPLICATIONS** : Dr Lance Barbier Tel No: (021) 483 8723  
: 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.

**CLOSING DATE**

:

09 September 2024

**POST 30/386**

:

**ASSISTANT DIRECTOR: PORTFOLIO MANAGEMENT SERVICES REF NO: DOI 117/2024**

**SALARY  
CENTRE  
REQUIREMENTS**

:

R444 036 per annum (Level 09).

:

Department of infrastructure, Western Cape Government

:

An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3-year experience in management accounting, grant management and/or project management. Recommendation: None. Competencies: Knowledge in the following: Business and organizational structure of the Department and other spheres of government; Applicable legislative and regulatory requirements, policies and standards; Grant management and administration. Skills needed: Written and verbal communication; Data Monitoring and evaluation methods, tools and techniques; Ability to work under pressure and meet deadlines; Analytical, planning and organising; Reliable, self-disciplined and dedicated.

**DUTIES**

:

Monitor performance of Conditional Grants (financial and non-financial) and identify any associated risks; Assist with monthly, quarterly and annual reporting, (In-Year Monitoring), Conditional Grants, Earmarked funds, Annual Report, IRM, Reporting in accordance with the Division of Revenue Act, Report financial and nonfinancial information to National and Provincial Treasury; Monitor, and track changes in business plans for the Adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending of conditional grants; Reconciliations between Transfer Agreements (MOA's) with municipalities, Housing Subsidy System (HSS) and Basic Accounting System (BAS); Assist in annual Budget processes.

**ENQUIRIES  
APPLICATIONS**

:

Ms R Van Der Fort Tel No: (021) 483 8738

:

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.

**CLOSING DATE**

:

09 September 2024

**POST 30/387**

:

**ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DOI 37/2024 R1 (X2 POSTS)**

**SALARY  
CENTRE  
REQUIREMENTS**

:

R444 036 per annum (Level 09)

:

Department of infrastructure, Western Cape Government

:

A relevant 3-year tertiary qualification (National Diploma/ B-Degree or Higher); A minimum of 3 years supervisory experience in project management or monitoring and evaluation; A valid code 8 driver's licence. Recommendation: None. Competencies: Extensive knowledge in the following: National, Provincial and Departmental Policies, Frameworks, prescripts and practices related to the Department; Planning, Programme/Project Management, Data Analytics, Research, Monitoring and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Prospection Personal information Act; line functions and Departmental structure. Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills; Computer literacy.

**DUTIES** : Assist with the development of Departmental Performance information policies, frameworks and procedures; Assist with the collation of Performance Information Management for Departmental Statutory Reporting (i.e. SP, APP, AR, QPR); Monitoring and evaluation of departmental projects and programmes; Verify and validate performance information on a regular basis to measure achievement against the performance indicators; Provide support to the management of the Sub Directorate in terms of administrative activities that support the effective operations of the Sub Directorate.

**ENQUIRIES APPLICATIONS** : Mr LJ Julius Tel No: (021) 839 3544

**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.

**CLOSING DATE** : 09 September 2024

**POST 30/388** : **ADMINISTRATIVE OFFICER: ROAD OWNERSHIP AND EXPROPRIATION REF NO: DOI 13/2024**

**SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)  
 : Department of infrastructure, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1-year relevant experience working with statutes, policies, prescripts & regulations; 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: None. Competencies: Knowledge of the following: Executions of duties through the application of statutes; Roads Ordinance, 1976 (Ordinance No 19 of 1976) and the Expropriation Act, 1975 (Act No 63 of 1975); Deeds Registries Act, 1937 (Act No 47 of 1937); Deeds Office and Surveyor General investigations; Skills needed: Written and verbal communication; Conflict handling; Report writing; Proven computer literacy (MS Office); Ability to work independently and as part of a team; Ability to work under pressure and deal with unhappy property owners.

**DUTIES** : Acquire land for road purposes; Expropriate land for road purposes; Conducting Deeds Office and Surveyor General investigations; Prepare and compile payments; Conduct property ownership Investigations; Drafting submissions to Management; Updating Systems- Expropriations.

**ENQUIRIES APPLICATIONS** : Mr PJ Pienaar Tel No: (021) 483 2105  
 : 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.

**CLOSING DATE** : 09 September 2024

**DEPARTMENT OF LOCAL GOVERNMENT**

**CLOSING DATE** : 09 September 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 30/389** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS) REF NO: LG 25/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
 : Department of Local Government, Western Cape Government  
 : An appropriate 3 year B Degree equivalent or higher qualification in Forensics / Commerce/ Law/ Auditing; A minimum of 3 years relevant management experience in investigations; 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: Experience in the following Local Government law, administrative law and forensic investigations; Conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession. Competencies: Knowledge of the following: Applicable policies, acts, prescripts, legislation and procedures; Interpretation of legislation; Skills needed: Research, analysis and application of legislation; Analytical thinking; Interviewing skills and ability to take statements during investigations.

**DUTIES** : Case/Project planning and conducting investigations; Case closure and finalisation; Liaise with stakeholders; Performance and information management and reporting; Manage the operation of the sub-directorate.

**ENQUIRIES APPLICATIONS** : Adv G Birch Tel No: (021) 483 3113  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 30/390** : **DEPUTY DIRECTOR: SPECIALISED SUPPORT- INTERVENTIONS REF NO: LG 28/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), all-inclusive salary package  
 : Department of Local Government, Western Cape Government  
 : A recognised 4-year legal qualification or LLB; A minimum of 3 years management level experience in a legal support or related environment; 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: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examinations; Experience in Local Government law and administrative law. Competencies: Knowledge of the applicable policies, prescripts, legislation and procedures and Public administration; Skills needed: Research, analysis, and application of legislation; Applied strategic thinking; Decision making; Citizen focus and responsiveness; Analysing and fact-finding skills; Project Management.

**DUTIES** : Manage the provision of assistance with regard to functional and operational legal support and assistance in respect of formal provincial interventions justified or required in terms of Section 139 of the Constitution and the Western Cape Monitoring and Support of Municipalities Act; Manage the provision of Specialised Support on governance issues in response to municipalities needs; Manage the advocacy and capacity building regarding anti-corruption, fraud and maladministration policies and guidelines in municipalities Performance and information management and reporting; Manage Human Resources of the component; Plan the components budget and manage income and expenditure.

**ENQUIRIES APPLICATIONS** : Adv G Birch Tel No: (021) 483 3113.  
 : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>



**POST 30/391** : **ASSISTANT DIRECTOR: SPECIALISED SUPPORT (INVESTIGATIONS)**  
**REF NO: LG 26/2024 (X3 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Commerce, Law, Auditing, Forensics or related field; A minimum of 3 years relevant experience in investigations. Recommendation: Experience in conducting investigations into economic crime within the public sector; A professional designation relevant to the forensic profession; 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: Applicable legislation, prescripts, policies, acts and procedures; Legislation pertaining to forensic investigations; Research, analyse and applicable legislation. Skills needed: Proven computer literacy; Analytical thinking; Interpersonal; Communication (written and verbal); Conflict management; Project management; Good interviewing skills and ability to take statements during investigations.

**DUTIES** : Case/Project planning and execution; Investigate of assigned cases; Case closure and finalisation; Performance and information management and reporting.

**ENQUIRIES** : Ms J Louw Tel No: (021) 483 9071  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 30/392** : **ASSISTANT DIRECTOR: THUSONG PROGRAMME MANAGEMENT**  
**(SERVICE DELIVERY INTEGRATION) REF NO: LG 27/2024 (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. Recommendation: Training and experience in Community Development. Good communication. Competencies: Knowledge of the Constitutional legislative and inter-governmental dispensation in South Africa; Programmes and project planning and management; Composition of communities and their functioning in the Western Cape; Financial legislation in the Public Sector (PFMA); Monitoring and reporting procedures; Municipal finances (MFMA); Project management; Community development. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skills (written and verbal); Management Skills; Ability to work independently and as part of a team.

**DUTIES** : Operational Implementation of the Thusong Programme through the Thusong Service Centres; Operational implementation through the Thusong Outreach programme; Monitor, evaluate and report on progress of the Thusong programme; Stakeholder and Intergovernmental Management; Provide strategic management support in terms of inputs and support to the sub directorate; To provide financial input and support; Staff supervision.

**ENQUIRIES** : Abigail Robinson Tel No: (021) 483 5106.  
**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** : 09 September 2024  
**NOTE** :

Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 30/393** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCMD 35/2024**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant experience in Financial Accounting at supervisory/management level. 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: None. Competencies: Knowledge and understanding of the following: Legislation, regulatory, frameworks, policies and best practices that have a bearing on the line functions; Departmental accounting services; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Operational management practices; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Public service procedures, processes and systems; Public finance, human resources and discourse management processes. Knowledge and understanding of procurement and tendering processes. Skills: Numeracy; Literacy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Economic, Financial and Statistical Analysis; Legal Administration.

**DUTIES** : Manage the financial revenue, expenditure management and accounting Sub directorate; Undertake revenue, expenditure management and accounting work as required; Plan and manage the work of and account for the overall performance of the Sub directorate; People Management; Financial Management.

**ENQUIRIES** : Ms RL Davids Tel No: (021) 483 4505.

**POST 30/394** : **ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTIONS) REF NO: WCMD 36/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year B Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in an internal control and governance working environment; 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: None. Competencies: Knowledge an understanding of the following: Public Audit Act, 2004; Public Finance Management Act, 1999, National Treasury Regulations, Provincial Instructions and guidelines (promote the objective of good financial management in order to maximise service delivery through the effective and efficient use of limited resources); Prevention and Combating of Corrupt Activities Act, 2004 (provides for measures to prevent and combat corrupt activities); Public Service Anti-Corruption Strategy and ant-corruption and fraud prevention measures; Protected Disclosure Act, 2000 (promotes disclosure of unethical conduct that could potentially lead to corruption); Government Accounting Standards; (Generally Recognised Accounting Practice (GRAP)); Internal control tools and techniques; Government financial systems; Departmental policies and procedures; Preferential Procurement Policy Framework Act, 2000 and Regulations. Skills in the following: Numeracy; Computer Literacy; Language; Project Management; Accounting, Finance and Audit; Planning; Analytical; Report-writing; Communication; Presentation; Inter-personal; Problem solving; Supervisory.

**DUTIES** : Ensure proper governance with regard to internal control; Ensure the rendering of assurance services; Ensure the implementation of internal control inspection measures to ensure compliance to financial administration; Managerial functions.

**ENQUIRIES** : Mr DJ Needham Tel No: (021) 483 3243.

**POST 30/395** : **OFFICE MANAGER: TRANSPORT REGULATIONS REF NO: WCMD 33/2024**

**SALARY** : R444 036 per annum (Level 09)

**CENTRE REQUIREMENTS** : Western Cape Mobility Department, Western Cape Government  
 : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years management experience in rendering executive support functions to top management. Recommendation: None. Competencies: Knowledge and understanding of the following: Knowledge of and working experience with the legislation, regulatory, frameworks, policies and best practices that have a bearing on the line functions; Information systems that aid in the management of knowledge and information pertaining to the line function; Relevant software packages; Project management; Operational management practices; Procurement and tendering processes; Modern systems of governance and administration; Knowledge and understanding of public service procedures, processes and systems; Public finance, human resources and discourse management processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements. Skills: Research; Analytical Thinking; Financial Management; Project; Management; Managerial; Computer Literacy; Communication; Problem Solving; Presentation; Conflict Resolution; Language skills and the ability to communicate with people at different levels and from different backgrounds; Sound organisational skills; Good people skills; Basic written communication skills; Aptitude to work with computers.

**DUTIES** : Manage engagements; Render line administrative support services; Execute research, analyse information and compile complex documents for the Chief Director; Provide support to the Chief Director with regard to meetings; Manage resources of the Office of the Chief Director; Remains up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; Committees/Forums/Working groups'; Managerial functions.

**ENQUIRIES** : Adv G Reed Tel No: (021) 483 0213.

**POST 30/396** : **PERSONAL ASSISTANT: TRANSPORT REGULATIONS REF NO: WCMD 34/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Western Cape Mobility Department, 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 minimum of 3 years experience in rendering a support service to management/ senior management. Recommendation: None. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office Administration; Database Management; Information and Records Management; Procurement processes; Basic financial administration; Understand the functioning, systems and processes of government; General information support systems such as BAS and Mytrack. Skills in the following: Language; Computer Literacy; Sound Organisational; Good People; Written Communication; Client Liaison and Networking; Report Writing; Research; Problem Solving; Good telephone etiquette; High level of reliability; Ability to communicate well with people at different levels and from different backgrounds; Ability to act with tact and discretion; Ability to do research and analyse documents and situations; Good grooming and presentation; Self management and motivation.

**DUTIES** : Provides a secretarial/receptionist support service to the Chief Director; Renders administrative support services; Provides support to Chief Director regarding meetings; Supports the Chief Director with the administration of the Chief Director's budget; Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Adv G Reed Tel No: (021) 483 0213

**PROVINCIAL TREASURY**

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

**CLOSING DATE** : 09 September 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to do a practical and 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 30/397** : **BUDGET COORDINATOR: PROVINCIAL GOVERNMENT FINANCE REF NO: PT 06/2024 R1**

**SALARY** : R849 702 per annum (Level 11), all-inclusive salary package  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : 3-year B-Degree/Advanced Diploma (equivalent or higher qualification); A minimum of 3 years middle management experience. Recommendation: Experience in the following: Management accounting field, expenditure analysis and report writing. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury regulations, Provincial Treasury Directives); Medium Term Expenditure Framework Budget process and procedures; Adjustments Estimate process and procedures; Basic accounting system and its structures; Appropriation accounts; Submissions to Accounting Officer, Ministers, Cabinet and Treasury; Relevant systems; Relevant legislation, directions and procedures with regard to financial administration; Public Finance Management Act (PFMA); Municipal Finance Management Act (MFMA); National Treasury Regulations (NTR's); Provincial Treasury Instructions (PTI's); Division of Revenue Act (DORA); Direct Charges Act; Intergovernmental Fiscal Relations Act; Appropriation Act as amended; Skills needed: Proven computer literacy; Presentation; Research and econometric.

**DUTIES** : Coordinating the main budget (EPRE) process for the province, including planning, assessing budget submissions, compiling the budget (printers' proof), drafting of the Bill and tabling of the main budget for the province; Coordinating the adjustment (AEPE) budget process for the province, including rollover applications, planning, assessing budget submissions, compiling the budget (printers proof), drafting of the Bill for the adjustment budget/s and tabling of the AEPE for the province; Coordinate, monitor and analyse the In-year budget spending performance of 3 departments/ votes; Management of staff.

**ENQUIRIES** : Ms M Nicholas Tel No: (021) 483 4896

**POST 30/398** : **ECONOMIST: PROVINCIAL GOVERNMENT BUDGET OFFICE REF NO: PT 24/2024**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate Honours degree in Economic/Finance/Business Administration/Public Policy/ Public Administration (or equivalent qualification); 3 years' appropriate and relevant work experience in economic / policy research/ data and statistical analysis and/or; Experience in strategic planning, budgeting and budget policy and strategy monitoring, implementation, and review processes; A valid driving license (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: A qualification in Economics/Public Policy/Public Administration; Excellent Research, analytics, writing, monitoring, evaluation and reporting skills; Experience in and knowledge of public sector strategic policy, planning, fiscal policy and budgeting. This should include knowledge of global, regional and local economic, social affairs and fiscal matters impacting on the provincial government of the Western Cape. Competencies: Knowledge of public sector strategic policy, planning and budgeting. Excellent verbal communication and presentation skills; Research, analytics, writing, monitoring, evaluation and reporting skills; Strategic thinking, deciding and initiating, persuading and influencing; Working with People (strong inter-personal and relationship management skills; Relating and Networking) and ability to work independently.

**DUTIES** : Provide inputs into the Overview of Provincial Revenue and Expenditure and Medium Term Budget Policy Statement as well as inform budget and budget policy strategy development; Conduct policy and economic research and analysis to inform strategic planning and promote evidence-based budget policy prioritisation and allocations; Monitor and assess provincial budgets, policy implementation and quarterly financial and nonfinancial performance; Provide strategic support and insights to provincial departments on effective budget policy planning and implementation as well as performance related matters. This includes active stakeholder engagement and strategic partnering practices.

**ENQUIRIES** : Ms T Van De Rheede Tel No: (021) 483 6131

**POST 30/399** : **ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT ACCOUNTING GROUP 1 REF NO: PT 25/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B Degree (or higher qualification) in Accounting; A minimum of 3 years relevant experience of accounting practices in a finance department; A valid (Code B or higher) driving licence. Recommendation: Post graduate qualification in accounting. Competencies: Knowledge of the following: Accounting frameworks; SCOA and Public sector accounting process; Skills needed: Written and verbal communication; Report writing; Attention to detail and good interpretation of numbers; Ability to work under pressure and meet deadlines.

**DUTIES** : Assist and advise on the implementation of accounting frameworks in terms of Modified Cash Standard/ Generally Recognised Accounting Practice; Develop, assess and revise where required, training material on accounting frameworks based on Modified Cash Standard/ Generally Recognised Accounting Practice; Provide training on Modified Cash Standard/ Generally Recognised Accounting Practice as required; Gathering information linked to monthly and quarterly compliance reports and provide feedback to stakeholders; Research accounting related issues raised and provide feedback to stakeholders; Assess the IFS/AFS of departments and entities.

**ENQUIRIES** : Mr B Damons Tel No: (021) 483 6127

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 09 September 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 30/400** : **REGIONAL DIRECTOR: METRO NORTH AND METRO SOUTH REF NO: DSD 68/2024 (X2 POSTS)**

**SALARY** : R1 216 824 per annum (Level 13), all-inclusive salary package  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a middle-management level; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A valid driving licence/ Alternative mode of transport for a person with disabilities. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Education environment; Management principles; Public Service procedures; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Interpret and apply relevant policies and procedures; People Management planning; Problem solving; Sound Budgeting skills; Communication and facilitation skills; Strong organisational skills; Strategic thinking and planning.

**DUTIES** : Oversee the management and implementation of the following: Families and Children Programmes; Special Programmes; Social Crime Prevention Programmes; Community Development Programmes; District business planning, information management and stakeholder management will include the following: Performance Management of the organisation; Participate with the development of memorandum of understanding (MoU) with municipalities and monitor the implementation thereof; Participate in the Integrated Development Plans (IDP) processes; Strategic Management; Oversee regional level corporate service; People Management; Financial Management.

**ENQUIRIES** : Ms. A Van Reenen Tel No: (021) 483 3996

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

## OTHER POSTS

**POST 30/401** : **SOCIAL WORK POLICY MANAGER: OLDER PERSONS REF NO: DSD 63/2024**

**SALARY** : R920 082 per annum, all-inclusive salary package, (OSD as prescribed)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); People Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to programs, theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Government processes and systems; Policy development; Project management; Policy analysis and development; Skills needed: Organising and planning; Written and verbal communication; Professional counselling; Monitoring and evaluation; Proven computer literacy; Financial management; Ability to compile complex reports.

**DUTIES** : Develop/facilitate the development of policies for rendering a social work service in departments; Uniform Funding Cycle (UFC) Process; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against Legislative, Programme Specific Norms and Standards/Regulatory frameworks; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme, regions, executive authority or head of department; Registration of facilities in terms of the relevant legislation; Monitoring of Programme Specific services as per relevant legislation; Stakeholder management /Relationship management

(international, national, provincial, local and regional); Training/ Capacity Building on existing legislation and policy framework guiding service delivery; Keep up to date with new developments in the social work field; Administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES APPLICATIONS** : Ms P Momoza Tel No: (021) 483 6296  
: 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.  
**CLOSING DATE** : 09 September 2024

**POST 30/402** : **ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS REF NO: DSD 65/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Department of Social Development, Western Cape Government  
: An appropriate 3-year B Degree/Advance Diploma (equivalent or higher qualification); A minimum of 3 years relevant administrative experience in a financial environment. Recommendation: None. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Policy Development; Skills: Communication (written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising; Ability to analyse, conceptualise and implement policy; Conflict resolution; Budgeting skills.

**DUTIES** : Manage and supervise staff who perform the following functions and perform the more complex work in that regard: Payments (transfer, LOGIS, BAS); Bookkeeping; BAS systems control; Credit control; Salary administration; Debt management.

**ENQUIRIES APPLICATIONS** : Mr DI Holley Tel No: (021) 483 4276.  
: 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.  
**CLOSING DATE** : 09 September 2024

**POST 30/403** : **SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 67/2024**

**SALARY** : Grade 1: R429 573 – R487 650 per annum, (OSD as prescribed)  
: Grade 2: R507 198 - R687 918 per annum, (OSD as prescribed)  
**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid (Code B or higher) driving licence. Recommendation: None. Competencies: Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work legislation; Social work theory and interventions;

Information and Knowledge Management; Protocol and professional ethics; Skills needed: Organising and planning; Project planning; Networking; Professional counselling; Policy Analysis and development; Presentation and facilitation; Problem solving and analytical ability; Financial management; Monitoring and evaluation; Contract management; Proven computer literacy; Written and verbal communication.

**DUTIES** : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) - NPO Funding Process; Monitoring of service activation in relation to Family Services as per the relevant White Paper on Families; Stakeholder management/Relationship management; Administrative functions required in the unit and undertake the higher level administrative functions; Suspending of UFC funding; Monitor and evaluate NPOs compliance against signed Transfer Payment Agreement (TPA) and compliance against legislative/programme specific norms and standard/regulatory frameworks; Rapid response following complaint/enquiries about NPOs or a concern raised by a programme/regions/executive authority/head of department; Registration and or designation of facilities/NPO's/child headed households/shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of programme specific programmes.

**ENQUIRIES APPLICATIONS** : Mr T Kwakwini Tel No: (021) 483 4115  
: 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.

**CLOSING DATE** : 09 September 2024

**POST 30/404** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 64/2024 (X2 POSTS AVAILABLE IN SALDANHA)**

**SALARY** : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)  
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)  
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)  
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years 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 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 appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. 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 of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to



promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

**DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

**ENQUIRIES** : Dr WJ du Toit Tel No: (022) 713 2272

**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.

**CLOSING DATE** : 09 September 2024

**POST 30/405** : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 66/2024 (X2 POSTS AVAILABLE IN EDEN KAROO REGION)**

**SALARY** : Grade 1: R308 247 – R362 439 per annum, (OSD as prescribed)  
Grade 2: R376 417 – R436 014 per annum, (OSD as prescribed)  
Grade 3: R452 667 – R532 113 per annum, (OSD as prescribed)  
Grade 4: R554 919 – R687 918 per annum, (OSD as prescribed)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; **Grade 1:** No experience; **Grade 2:** A minimum of 10 years 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 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 appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. 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 of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self Management skills; Good planning and organisational skills; Presentation and

- facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES** : Ms I April Tel No: (021) 763 6217
- 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.
- CLOSING DATE** : 09 September 2024

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 13 September 2024
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **OTHER POSTS**

- POST 30/406** : **CHIEF CIVIL ENGINEER REF NO: 118**  
Directorate: Physical Resource Planning & Property Management
- SALARY** : R1 200 426 per annum, (OSD)
- CENTRE** : Cape Town
- REQUIREMENTS** : Degree in Engineering; Registered as a Professional Engineer with ECSA (Civil engineer); Six years' experience post qualification; Valid Drivers' Licence; Computer literate. To provide civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management (IDMS). Relevant Experience: Six years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able

to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Understanding of the IDMS would be advantageous. Candidates must have the ability to prepare reports and draft submissions. Develop strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects. Project management skills, critical thinking, cost benefit analysis and stakeholder engagement skills would be beneficial.

**DUTIES** : Develop and maintain functional and technical norms and standards from an engineering perspective. Manage condition assessments and credibility of technical information. Manage adherence to environmental and occupational health & safety aspects. Manage Investigative proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the compilation of briefing documentation and specifications from an engineering perspective. Manage the preparation of the User Asset Management Plan. Manage inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Plan and manage the implementation of infrastructure projects from inception, planning, implementation to close out. Manage the conducting of post project and post occupancy evaluations. Candidates must be able to manage staff. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.

**ENQUIRIES** : Mr G Coetzee Tel No: (021) 467 9261

**POST 30/407** : **DEPUTY DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION**  
**REF NO: 122**  
Directorate: Strategic People Management

**SALARY** : R849 702 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS

**CENTRE** : Cape Town

**REQUIREMENTS** : 3-Year National Diploma in (NQF 6) or degree in Human Resource Management/ Information Science/Public Management/Administration. 3-Years relevant experience. A Valid Code B or higher Driver's Licence. Knowledge of people management and ethics administration related process. Knowledge of people management and ethics administration related systems. Knowledge of related prescripts. Knowledge of performance management systems. Ensure compliance with educator/public servant prescripts. Labour Relations Act (LRA), 66 of 1995. Employment of Educators Act 76 of 1998. Public Service Act, 1994. South African Schools Act 84 of 1996. Basic Conditions of Employment Act (BCEA) 75 of 1997. Knowledge of other related legislation Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management, Accounting Finance and Audit, Legal Administration Managerial skills, Leadership skills, Interpersonal skills, Communication skills (written and verbal), Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organizing

**DUTIES** : Plan, organise, control and manage the development, monitoring, moderation and evaluation of public service employees (SL 1-12) performance management systems. Manage the compilation process of performance agreements (PAs) (Public Service Act). Oversee probation processes (SL 1-12 and educators) and administer grade/pay progressions (educators and public service employees). Manage compliance with the administration and reporting on the Ethics Framework (E-Disclosures, Remunerative Work Outside of Public Service (RWOPS)). Oversee the performance management systems (PERMIS). Manage the HR of the component to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the component's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve component objectives effectively and efficiently.

**ENQUIRIES** : Mr. R Oosthuizen Tel No: (021) 467 2475

- POST 30/408** : **CIVIL ENGINEER REF NO: 121**  
 Directorate: Physical Resource Planning & Property Management
- SALARY** : R833 499 per annum, (OSD)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Degree in Engineering; Registered as a Professional Engineer with ECSA; Three years' experience post qualification; Valid Driver's Licence; Computer literate. Assist with the provision of civil engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards aligned to the Provincial Infrastructure Delivery Management System (IDMS). Relevant experience: Three years post qualification and relevant experience working on Infrastructure Projects from inception to completion. Candidate must be able to work independently and within a team. Need a good understanding of infrastructure planning and systems that can contribute towards the timeous development of education infrastructure. Need a good understanding of and experience in project management. Candidates must have the ability to prepare reports and draft submissions. Contribute towards the development of strategies and systems for the planning and implementation of education infrastructure. Plan and manage the implementation of infrastructure projects.
- DUTIES** : Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations. Candidates must be able to undertake research related to innovative and sustainable infrastructure development and be able to plan and implement projects related to this.
- ENQUIRIES** : Mr G Coetzee Tel No: (021) 467 9261
- POST 30/409** : **QUANTITY SURVEYOR PRODUCTION GRADE A: REF NO: 117 (X2 POSTS)**  
 Directorate: Chief Directorate: Physical Resource Management
- SALARY** : R721 476 per annum, (OSD)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. 3 (three) years' experience post qualification or registered as a Candidate Quantity Surveyor with SACQSP and is willing to be part of a developmental programme with condition that the Candidate must register as a Professional within 3 (three) years. Valid Driver's Licence. Computer literacy. 3 (three) years' post qualification relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. A good understanding of and in project management. A good understanding of infrastructure planning and its contribution to the timeous development of education infrastructure. Experience in institutional systems / processes. Candidate must be able to operate both independently and as part of a team. To assist in the management of the delivery of education infrastructure-built environment programmes and projects in line with the Western Cape Infrastructure Delivery Management System (WC-IDMS). Planning and organizing, research and technical report-writing and programme/ project management skills. The ability to interpret and apply approved design guidelines and technical specification to design solutions.
- DUTIES** : Contribute to the preparation of the Construction Procurement Strategy (CPS) and the Infrastructure Programme Management Plan (IPMP); Contribute to the Preparation and/or approve Packages/ individual Project Briefs inclusive of the determination of the Control Budget; Participate in the preparation and/or assessment of the procurement process related to the appointment of Professional Service Providers (PSPs) and/or contractors; Contribute to the review and/or acceptance of the Infrastructure Programme Implementation Plan (IPIP); Management and/or monitoring of the implementation of Programmes and/or projects; Approval of Project Stage Reports (deliverables)

and designs; Manage the interface between the end-user and or community and the Implementing Agent (IA). Experience in all financial aspects of a project from inception to close-out is required.

**ENQUIRIES** : Mr GP Nieuwoudt Tel No: (021) 467 2052

**POST 30/410** : **ARCHITECT PRODUCTION GRADE A REF NO: 114**  
Directorate: Infrastructure Delivery Management

**SALARY** : R721 476 per annum, (OSD)

**CENTRE** : Cape Town

**REQUIREMENTS** : Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' experience post qualification. Valid Driver's License. Computer literate. To manage the planning of the education infrastructure-built environment and projects. Review of designs for school building purposes, planning of infrastructure in a client department, approve guidelines and technical specification, organizing, research and report writing. Need understanding of- and experience in project management and contracts. Project management skills and understanding of the IDMS would be advantageous. Critical thinking, cost-benefits analysis and stakeholder engagement skills would be beneficial.

**DUTIES** : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Prepare and/or approve Packages / Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Plan and monitor the implementation of Programme / Project and budget. Manage the interface between end-user / community structures and implementing agent(s). Make inputs to the User Asset Management Plans and Project Lists Undertake research. Experience at managing projects from inception, planning, implementation to close out would be beneficial.

**ENQUIRIES** : Mr GP Nieuwoudt Tel No: (021) 467 2052

**POST 30/411** : **SOCIAL WORK SUPERVISOR REF NO: 115**  
District: Cape Winelands Education District Office

**SALARY** : Grade 1: R452 667 – R532 113 per annum

Grade 2: R554 919 – R847 344 per annum

Salary depending on years of experience after registration with the professional body, (OSD as prescribed)

**CENTRE** : Worcester

**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years 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 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 appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. To render a school social work service to Public Ordinary and Public Special Schools within the Education District. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.

**DUTIES** : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of

social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

**ENQUIRIES** : Mr N Petersen Tel No: (023) 348 4600

**POST 30/412** : **ASSISTANT DIRECTOR: FINANCE REF NO: 124**  
Directorate: Infrastructure Delivery Management

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Diploma in Finance, Economics, Accounting or Commerce. Three years relevant experience post-qualification. Valid Driver's License and computer literacy. Relevant experience: Three years relevant experience post-qualification and knowledge of financial inputs of assets Experience and understanding of budgets from an infrastructure perspective and in the public service domain Experience with institutional systems/processes. Candidate must be comfortable operating independently and in a team environment. To assist with the coordination of all Financial Management functions. The ability to multi-task, and work under changing and pressurized circumstances. Processing of payments on BAS (Basic Accounting System). Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills.

**DUTIES** : Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.

**ENQUIRIES** : Mr GP Nieuwoudt Tel No: (021) 467 2052

**POST 30/413** : **ASSISTANT DIRECTOR: E-LEARNING PROJECTS COORDINATOR REF NO: 125**  
Directorate: E-Learning

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : An appropriate, recognized 3-years post matric qualification. At least 3 years' experience in technology provisioning or project management, valid driver's license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Thorough knowledge of ICT Technology types and specifications; Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically. Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs and customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user.

- DUTIES** : Project Management Planning: Project planning, project mapping, processes and manage technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines; Liaise with Cel for technical specifications and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Provide advice and assistance with demonstrations and in-house end- user evaluation of emerging technologies Project Management Implementing. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors); Coordinate and project manage the delivery, installation and implementation of all technology provisioning at schools (eLearning and Subject Specific rollouts). Conduct site visits (as necessary) to assist with eLearning projects. Remain abreast with project procedures and processes that apply to Head Office and other educational institute offices, e.g. Districts, CTLI and technical partner Cel Project Administration; Manage the preparation of source documentation for procurement. Develop guidelines and templates for project plans for all e-Learning deliverables. Assist with the development of project plans; Assist with the communication and stakeholders? engagements. processes; Quality assure project plans and related project documents; Oversee the administrative deliverables with respect to correspondence & filing systems. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management Information Management. Create, update and manage a database to record, monitor and report on all e-Learning projects. Update and maintain a project register; Maintain a risk register. Collaboratively work together with directorate to keep WCED online systems updated. Reporting; Report on all aspects of the roll-out and progress of eLearning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories.
- ENQUIRIES** : Mr C Walker Tel No: (021) 467 2351
- POST 30/414** : **SCHOOL FINANCE AND RECORDS OFFICER REF NO: 123**  
District: Metro Central Education District Office
- SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Maitland  
**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers' licence. To render an effective and efficient service that will ensure optimal financial management and records administration in all Public Ordinary (including schools with a special focus and hostels) and Public Special Schools within the Education District. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Skills: Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).
- DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure

improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of School Financial Administration to the Assistant Director: School Management and Governance.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700

**POST 30/415** : **STATE ACCOUNTANT: COMPLIANCE REF NO: 119**  
District: Overberg Education District Office

**SALARY** : R376 413 per annum (Level 08)

**CENTRE** : Caledon

**REQUIREMENTS** : 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSFF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

**DUTIES** : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

**ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300