

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

CLOSING DATE : 30 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 32/160 : **CHIEF DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 12/2024 R1**

SALARY : R1 436 022 per annum (Level 14), all-inclusive salary package

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : An appropriate degree (NQF 7) in agriculture or agricultural economics; 5 years of experience at a senior managerial level; Valid driver's license, or alternative mode of transport for people with disabilities. Recommendation: Proficient in two of the official languages of the Western Cape Province. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; and Analytical ability, motivational ability, negotiation - and persuasion ability, ability to function on a conceptual level.

DUTIES : Exercise oversight over the project management agenda of Casidra; Enable agrarian reform to smallholder and commercial farmers through sustainable agricultural development services; Oversee the provision of extension and advisory services to farmers; Oversee the successful implementation of food security projects; Provision of Strategic Leadership and Management; Promote the integrated governance and strengthening of strategic partnership and industry initiatives (local, national and international); and Manage the planning and reporting on the Conditional grants of the Programme.

ENQUIRIES : Mr Darryl Jacobs T Tel No: (021) 808 5013

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

OTHER POSTS

POST 32/161 : **CIVIL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): LANDCARE, REF NO: AGR 46/2024**

SALARY : Grade A: R371 253 per annum

		Grade C: R556 080 per annum (Salary will be determined based on post registration experience as per OSD prescribed).
<u>CENTRE REQUIREMENTS</u>	:	Department of Agriculture, Western Cape Government An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Civil Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Professional Engineering Technician; A minimum of 3 years relevant post qualification technical (engineering) experience. Recommendation: A valid driving license (Code B or higher). Competencies: Project Management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer; People Management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisational; Self-motivated, Ability to work under pressure.
<u>DUTIES</u>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Roscher at (083) 675 1315 To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 32/162</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER (ELSENBURG) REF NO: AGR 44/2024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum (Level 08) Department of Agriculture, Western Cape Government An appropriate National Diploma/B-Degree (or higher qualification); A minimum of 2 years relevant experience in community development / rural development including agri worker environments. Recommendation: A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Community development, rural development and agri worker sector; Maintaining a record management system; Record minutes and decisions at meetings; Relevant legislation/policies/ prescripts and procedures; Basic financial administration. Skills in the following: Computer literacy in MS Office Packages and internet research capabilities; Communication skills (written and verbal); Strong organisational and leadership abilities; Ability to work independently and as part of a team.

DUTIES : Project management; Facilitation, implementation and participation in community outreach and Awareness sessions; Training and capacity building; Stakeholder engagements within the rural community context; Compliance in financial management policies and prescripts; Administration and report writing.

ENQUIRIES APPLICATIONS : Ms D Strydom Tel No: (021) 808 5086
: 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 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.

CLOSING DATE : 30 September 2024

POST 32/163 : **LECTURER: SOIL SCIENCE (ELSENBURG) REF NO: AGR 48/2024**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Agriculture, Western Cape Government
: An appropriate 4-year BSc degree (equivalent or higher qualification) in Agriculture majoring in Soil Science; A minimum of 3 years appropriate experience in Soil Science; 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: Proven working knowledge of training in Soil Science. Competencies: Knowledge of the subject field; Proven knowledge of Soil Science. Skills needed: Communication (written and verbal); Computer literacy; Leadership, Planning and Organising; Formal training and presentation.

DUTIES : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Keep abreast of applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES APPLICATIONS : Ms N Chokoe Tel No: (021) 808 7049
: 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 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.

CLOSING DATE : 30 September 2024

POST 32/164 : **HANDYMAN: FARM SERVICES (OUTENIQUA) REF NO: AGR 47/2024**

SALARY CENTRE REQUIREMENTS : R155 148 per annum (Level 03)
: Department of Agriculture, Western Cape Government
: Basic literacy and numeracy (ABET Level 4/Grade 9); A minimum of 6 months appropriate experience; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in general farm infrastructure development and maintenance activities; Able to handle and carry weights of up to 50kg. Competencies: Knowledge of the following: Infrastructure development; Infrastructure maintenance; Research Projects;

		General farm work/activities; General farm infrastructure development and maintenance activities; Good communication skills; Ability to work well within a team and independently; Ability to do physical work/activities.
<u>DUTIES</u>	:	Infrastructure development; Infrastructure maintenance; General Farm work/activities; Assist with Research Projects.
<u>ENQUIRIES</u>	:	Mr.H.S. Gerber at (083) 642 7293 / Tel No:(044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974, Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	30 September 2024
<u>POST 32/165</u>	:	<u>FARM AID: FARM SERVICES: OUTENIQUA REF NO. AGR 45/2024 (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET level 3 Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals and pasture; Ability to handle and carry weights of up to 50kg; Basic communication skills.
<u>DUTIES</u>	:	Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.
<u>ENQUIRIES</u>	:	Mr.H.S. Gerber at (083) 642 7293 / Tel No:(044) 803 3727
<u>APPLICATIONS</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 30 September 2024

POST 32/166 : **FARM AID: FARMING (ELSENBURG) REF NO: AGR 49/2024**

SALARY : R131 265 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET level 3 Grade 7). Recommendation: Senior Certificate (Grade 12); Proven experience in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance e.g. fencing, building and water pipe systems. A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge and skills of general farm work and maintenance; Knowledge and skills of working with Research farm animals; Ability to handle and carry weights of up to 50kg; Basic communication skills.

DUTIES : Perform routine activities of crop production e.g. planting, harvesting, irrigation; Perform routine activities of livestock e.g. caring, dipping and dosing; Performing general farm activities e.g. cleaning, loading and maintain water supply systems; Perform general routine activities in respect of infrastructure e.g. maintain fences roads and pipelines.

ENQUIRIES : Mr. BB (Bennie) Aucamp Tel No: (021) 808 5222 or (083) 641 5161
APPLICATIONS : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);
Or post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,

Or email your application to, westerncape@respond.co.za Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

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

preferences. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 30 September 2024

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 : 30 September 2024

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

OTHER POSTS

POST 32/167 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CAS 40/2024**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year National Diploma/B-Degree (equivalent or higher qualification) with Accounting/ Financial Management; A minimum of 3 years relevant experience in a Financial Management environment. Competencies: Knowledge of the following: Public Finance Management Act (PFMA); Treasury Regulations; Basic Accounting System (BAS); Medium Term Expenditure Framework budget process and procedures; Adjustments estimate process and procedures; Skills in the following: Proven Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication (written and verbal) skills; Computer literacy skills; Planning and Organising; Ability to work independently and as part of a team.

DUTIES : Co-ordination and consolidation of monthly expenditure and revenue reports; Assist with the compilation of In-Year Monitoring (IYM) report to ensure effective, efficient revenue and expenditure reporting; Assist with the compilation of the Interim Financial Statement (IFS) and Annual Financial Statements (AFS); Assist with the compilation of final virement; Supervise and manage staff.

ENQUIRIES : Ms Y Danileyo Tel No: (021) 483 9553 or email: Yonela.Danileyo@westerncape.gov.za

POST 32/168 : **DATA ANALYST: YOUTH-SERVICE AND AFTER SCHOOL PROGRAMME SECTOR REF NO: CAS 15/2024 R1**
(12 Month Contract Position)

SALARY : R308 154 per annum (Level 07), plus 37% in lieu of benefits
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Strategy Development, Management, Data Systems Development or Data Analysis; A minimum of 1 year experience in the data field. Recommendation: Masters degree in Information Systems, Economics, Mathematics, Statistics, Finance; Experience in the after school sector, research and knowledge management; 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: Social Science; Information Sciences; Quantitative and qualitative analytical capability; Ability to perform the following: Interpret and present complex data and statistics for a non-technical audience (written, visually and verbally); Ability to work with people from diverse backgrounds; Skills needed: Organising and executing; Coping with pressures and setbacks; Written and verbal communication; Proven computer literacy; Programming and API development.

- DUTIES** : Data systems development and management including adapting and refining information systems and tools for data collection and management; Data management and analysis for both youth and beneficiary data including analysing data and identify problems and potential solutions. This includes managing data capture, merging of multiple data sets, analysis of results, analysis of trends and commentary on these to assist managers make evidence-based decisions; Building the capacity of partners and the admin team to support the data needs of the organisation; Packaging data for presentations and decision making; Communications with stakeholders (internal and external) on data gathering, systems and analysis of data.
- ENQUIRIES** : Mr W Crawford Tel No: (021) 483 9844

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/169** : **ASSISTANT DIRECTOR: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 24/2024**

- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate Advance Diploma/B-Degree (equivalent or higher qualification) majoring in Auditing and/or Financial Accounting; A minimum of 3 years relevant experience in Internal Control, Governance or similar environment. Recommendation: Supervisory experience in Auditing, Accounting or similar environment. Competencies: Knowledge of the following: Report writing; Communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Aptitude of figures; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

- DUTIES** : Provide Assurance Services; Management of irregular, fruitless and wasteful expenditure and investigations; Report to key stakeholders on the financial governance and compliance environment; Co-ordination of internal and external auditors; Policy formulation, drafting of internal control policy and training.

- ENQUIRIES** : Ms B Mott Tel No:(021) 483 9088

- POST 32/170** : **ASSISTANT DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT (RECORDS MANAGEMENT) REF NO: DEDAT 25/2024**

- SALARY** : R444 036 per annum (Level 09)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in information management and data management; 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: An appropriate B-Degree. Competencies: Knowledge of the following: Knowledge and Information management; Public Service legislation, including POPI, PAIA, PAJA; Management and people management principles; Records management systems; Electronic content management; Policies and

prescripts related to records and knowledge management; Project management Skills in the following: Written and verbal communication; Proven computer literacy; Numeracy; Planning and organising; Problem-solving; Analytical; Facilitation and presentation; People management and empowerment; Project Management.

DUTIES : Manage knowledge and information services within the Department; Develop and maintain electronic content management (ECM) systems; Develop and maintain departmental physical records system; Provide a registry service; People Management; Assist with coordinating the ICT Steering Committee, User Access Management of departmental systems and ICT governance; Support the coordination of ICT plans and risk management within the Department.

ENQUIRIES : Mr D Stevens Tel No: (021) 483 9243

DEPARTMENT OF HEALTH AND WELLNESS

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

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

ERRATUM: Kindly note that the Post 30/310: Registrar (Medical (Internal Medicine) (4 Year Contract) with the Salary of 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: Groote Huur Hospital advertised in Public Service Vacancy Circular 30 dated 23 August 2024 has been withdrawn

OTHER POSTS

POST 32/171 : **MANAGER: MEDICAL SERVICES GRADE 1**
Overberg District

SALARY : Grade 1: R1 348 635 per annum
CENTRE : Swellendam Hospital, Swellendam and Cape Agulhas Sub-districts
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professional Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: Valid driver's license (Code B/EB) and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (knowledge/skills): Knowledge of organisational and management practices as applied to the analysis and evaluation of programmes and policies. Strong leadership, managerial and organizational skills. Good interpersonal skills, including public relations, negotiation, facilitation, and counselling skills as well as presentation and public speaking skills.

DUTIES : Ensure effective internal governance through efficient and effective strategic, operational and risk management of all health facilities in the Swellendam-and Cape Agulhas Sub-districts. Ensure effective external governance through liaison with all external stakeholders influencing service delivery within the sub-district, including statutory community governance structures such as the Health Facility Board and clinic committees, non-governmental departments, and private partners. Ensure cost-effective delivery of health care services in Hospitals and Primary Health Care facilities and the community-based services. Ensure effective management and control of human resources, employee relations and staff wellness in the Swellendam-and Cape Agulhas Sub-districts. Ensure effective and efficient clinical and support services within the sub-districts. Ensure effective and efficient information management within the sub-districts.

ENQUIRIES : Ms RM Bezuidenhout Tel No: (028) 214-5801
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Applicants will be subjected to competency assessment and 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).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/172</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRICS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Mowbray Maternity Hospital Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Paediatrics. Grade 2: A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Grade 3: A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Paediatrics. Inherent requirement of the job: Valid South African (Code B/EB) driver's licence. Participate in the after-hours call system. Competencies (knowledge/skills): Ability to manage all Neonatal cases comprehensively including ventilation of tertiary level patients. Proven leadership abilities. Experience in supervision of staff and resources and proven experience in principles of planning, organizing and implementation. Proven knowledge of Public health policies, guidelines and related prescript to manage resources effectively and research experience as a primary investigator or research supervisor. Computer literacy.
<u>DUTIES</u>	:	Conduct ward rounds and oversee the daily operations of the neonatal department. Financial management by effective and efficient use of resources. Adhere to requirements for all people management matters. Create a learning environment for junior staff, and students, both under- and postgraduate as required. Do appropriate clinical audits and research within the department to stay abreast of clinical development.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr N Rhoda Tel No: (021) 659 5562
<u>CLOSING DATE</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/173</u>	:	<u>MEDICAL SPECIALIST GRADE 1 TO 3 (ORTHOPAEDICS)</u>
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Orthopaedics. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Orthopaedics. 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 Orthopaedics. **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 Orthopaedics. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Leadership-, interpersonal- and organisational skills. Excellent competencies in the field of Upper Limb Orthopaedic Surgery. Ability to initiate own research projects and supervise research projects.

DUTIES : Provision of clinical service delivery at specialist level across the full spectrum of Hand Surgery. The specialist primary responsibility would be the Upper Limb Unit at Tygerberg Hospital. Provision of clinical service delivery at specialist level across the full spectrum of Orthopaedic Trauma Surgery. Supervision of clinical and operative activities of orthopaedic surgeons- in- training. Active participation in the postgraduate and undergraduate teaching programmes of the Department. Effective management and administration of a wide range of "Portfolios". Develop, conduct and supervise research projects.

ENQUIRIES : Prof. J. Du Toit Tel No: (021) 938 9266
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : "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)".

CLOSING DATE : 20 September 2024

POST 32/174 : **SENIOR REGISTRAR (MEDICAL) (PAEDIATRICS: NEONATOLOGY)**
(2 Year Contract)

SALARY : R1 271 901 per annum, (A portion of the package can be structured according to the individual's personal needs.)

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: None after registration with the HPCSA as a Medical Specialist in Paediatrics. Inherent requirement of the job: Commuted overtime is compulsory. Competencies (knowledge/skills): Clinical experience in neonatology during registrar time. Computer literacy (MS Word, Excel). Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team.

DUTIES : Managing ill neonates at all levels of care. Providing supervision and training of junior staff (doctors and nurses). Providing education and training to undergraduate and postgraduate students rotating in Neonatology. Liaising with other departments in the care of neonates.

ENQUIRIES : Prof R Solomons/ Dr G. Kali Tel No:(021) 938-9506.
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : 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)". Appointment as Senior Registrar will be for a maximum contract period of 2 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to

any decision being implemented. Senior Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Senior Registrar also discontinues. 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 Senior Registrar will be on contract. Employees in service who opt to continue with their pension benefits as Senior Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Medical Sub-Specialist positions. 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 Senior 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Senior Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

- CLOSING DATE** : 20 September 2024
- POST 32/175** : **REGISTRAR (MEDICAL)**
Chief Directorate: Emergency And Clinical Services Support
(4 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Forensic Medicine and Toxicology, Observatory Forensic Pathology Institute (OFPI)
- 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. Inherent requirements of the job: Valid Code B/EB driver's license. Competencies (knowledge/skills): Display knowledge and all other prescripts that concerns the functioning of a Forensic Medicine Department and continuous learning and improvement of knowledge and skills. Ability to adhere to requests, follow advice and instructions from consultants and conform to divisional protocols. Ability to adhere to safety standards. Problem solving abilities, as can be expected from a Registrar in Forensic Pathology Service. Continuous academic input and contribution, including case and topic presentations, conference participation, research and participation in all academic activities in the Division. Ability to successfully complete at least one research project and submit such research manuscript for publication in a peer-reviewed journal. Ability to communicate clearly and discreetly in person and in writing. Ability to travel to peripheral FPS facilities should it be required to render a supportive function at other facilities in terms of service delivery requirements. Ability to work well within a group at all levels of authority. Ability to consult with the responsible consultant when unsure of how to proceed with a case or related problem and inform a consultant whenever any work-related complication arises. Ability to work under pressure. Organizational skills. Rendering effective and efficient service under consultant supervision. Computer literacy (i.e., MS Word, Excel, Power Point and Internet research). Medical Research capabilities. Other: Registrars will be required to register as post-graduate students with the University of Cape Town of the Western Cape as applicable according to the requirements for the discipline in the yearbook and guidelines. * All applicants must be South African citizens or permanent residents. It will be expected of the successful candidate to participate in a system of Remunerated Commuted Overtime. 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. Appointment of Registrars will be for a maximum contract period of 4 years (or 5 years dependent on the minimum requirements of the post). It may become necessary to second/transfer staff to another hospital/ institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason, the appointment of the Registrar also discontinues.

- DUTIES** : To compile reports as per the standards of the Division and Law Courts. Teaching and training as per the standards of the Division and Research for MMED. To render effective and efficient service delivery to all stakeholders as per the standards of the Division. To provide Court testimony as per the standards of the Division. To provide administrative support and support to the Head Clinical Unit and Head of Department as per the standards of the Division.
- ENQUIRIES APPLICATIONS** : Dr Y Van Der Heyde Tel No: (021) 447 2496/7
: Applications are submitted online via 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 for the prescribed registration fees to the relevant council are submitted on or before the day on interview. Candidates who are deemed "registrable" may also apply. The appointment of successful applicants will only be effected once proof of application for registration or proof of registration is provided.
- CLOSING DATE** : 20 September 2024
- POST 32/176** : **REGISTRAR (MEDICAL) (CARDIOTHORACIC SURGERY)**
(5 Year Contract)
- SALARY** : R949 146 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Independent Medical Practitioner. Registration with a professional council: Registration with the HPCSA as an Independent Medical Practitioner. Inherent requirements of the job: After-hour roster duties. A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): FCS (SA) Part 1 and intermediate. Knowledge of medicine at the level of a medical practitioner with FCS primary and Intermediate or equivalent. General surgery and ICU experience. Strong ethical principles and relevant clinical and counselling skills. Computer literacy. Commitment and dedication to patient care. Physical, mental and psychological ability to ensure demands of routine and emergency care are met. Ability to work as a team and lead effectively when required.
- DUTIES** : Provision of clinical service delivery at registrar level for Cardiothoracic Surgery. Pre-operative work-up of patients. Intra-operative management of patients. Post-operative patient care including ICU. Active participation in training and research. Punctual administrative duties including accurate and neat record keeping. Good communication with staff, colleagues and patients. Effective supervision of all personnel and subordinates. Function within departmental norms and standards.
- ENQUIRIES APPLICATIONS** : Ms F Jacobs Tel No: (021) 938-9438
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. 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. Preference will be given to SA citizens/permanent residents with a valid identity document.

		Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/177</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL SURGERY) (X2 POSTS)</u> (5 Year Contract)
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be appointed in a specific training complex but could be required to work across the platform on request. FCS part 1 as well as at least 2 years clinical experience in Surgery and/or Trauma. A current certificate of ATLS and Basic Surgical Skills course completed. Competencies (knowledge/skills): FCS part 2 and experience in research/publications. Effective leadership and interpersonal skills.
<u>DUTIES</u>	:	Provision of safe surgical care to patients. Peri-operative care of surgical patients. Participation in Intensive Care management. Learn the art and science of general surgery, trauma, and burn care. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to surgery, trauma, and burn care.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Brand – mbran@sun.ac.za
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/178</u>	:	<u>REGISTRAR (MEDICAL) (GENERAL INTERNAL MEDICINE)</u> (4 Year Contract)
<u>SALARY</u>	:	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).
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with the Health Professions Council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Each Registrar will be

appointed in a specific training complex but could be required to work across the platform on request. Competencies (knowledge/skills): FCP(SA) Part 1 completed. Effective leadership & interpersonal skills. Appropriate and sufficient clinical experience since obtaining the degree of MBChB. Knowledge and practical skills. Other Internal Medicine related Post-Graduate Medical Diploma, Certificate or Degree may offer advantage. Experience in Internal Medicine is preferred.

DUTIES : Provision of safe medical care to patients in the Acute Medical Admissions and Emergency Unit, High Care Unit, Inpatient medical wards and Medical Outpatients department at Tygerberg Hospital and associated training hospitals. Provide clinical support to other medical and surgical disciplines at Tygerberg Hospital. Perform onsite after-hours duties as per call roster. Provide supervised medical care in sub-speciality medical disciplines as per training program roster. Supervise and support medical interns and medical officers providing medical care on the service platform. Attend teaching program activities, tutorials and assessments as part of the registrar training program. Assist with the training of interns, medical students, nursing staff and paramedics. Learn critical skills required of an Internal Medicine specialist. Involvement in research/audits relating to Internal Medicine.

ENQUIRIES : Dr N Schrueder Tel No: (021) 938-5731
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Appointment as Registrar will be for a maximum contract period of 4 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.

CLOSING DATE : 20 September 2024

POST 32/179 : **REGISTRAR (MEDICAL) (OPHTHALMOLOGY)**
(5 Year Contract)

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, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Applicants must have a FCOphth part 1 (all 3 modules). Competencies (knowledge/skills): Post-internship experience in Ophthalmology (under onsite supervision of a registered ophthalmologist). The Diploma in Ophthalmology and additional ophthalmology experience are strongly recommended. Ability to work in a professional team. Ability to achieve and maintain good interpersonal relations with staff, patients and their families. Excellent report, clinical note and referral writing skills. Sound verbal and written communication skills. Experience with teamwork, planning, organizing and coordination. Excellent administrative, communication, analytical and problem-solving skills. Display empathy for patients, promote advocacy and facilitate holistic treatment. Good time management. Knowledge and practical

		skills for safe cataract surgery and management of ophthalmic emergencies. Knowledge and appropriate use of equipment. Minimum of 50 complete cataract surgeries performed.
<u>DUTIES</u>	:	Provision of safe eye care to patients. Pre-op assessment of patients, operative management of ophthalmic conditions and post-operative care of patients. Out-patient management of chronic eye conditions. Management of patients admitted to the Eye ward. After hours management of emergency eye conditions and eye trauma. Learning the art and science of eye care medicine and surgery. Attending tutorials and assisting with the training of medical students, nursing staff and ophthalmic assistants. Involvement in research/audits relating to ophthalmology. Administration of registrar rosters and the teaching program. Improving professional competence by regular self-learning and reflection with the application of current evidence.
<u>ENQUIRIES</u>	:	Prof L Visser Tel No: (021) 938-5519
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/180</u>	:	<u>REGISTRAR (MEDICAL) (OTORHINOLARYNGOLOGY)</u> (5 Year Contract)
<u>SALARY</u>	:	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).
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: A valid (code B/EB) driver's licence. Commuted overtime is compulsory. Emergency and after hour call cover. Registrars could be required to work across the training platform on request. Competencies (knowledge/skills): Current ATLS certification. Experience as a Medical Officer in a recognized ENT training unit are essential. FCS Primary Examination passed, having done research (and particularly having published), additional postgraduate qualifications and certificates. Evidence of effective leadership & interpersonal skills are essential (as per CV and references).
<u>DUTIES</u>	:	Provision of safe surgical care and ambulatory care of ENT patients. Peri-operative care of ENT surgical patients. Attend tutorials and assist with the training of interns, medical students, nursing staff and paramedics. On-site after-hours duties relating to care of newly arriving acute patients as well as inpatients. Involvement in research/audits relating to ENT.
<u>ENQUIRIES</u>	:	Ms N Abrahams Tel No: (021) 938 9041
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Appointment as Registrar will be for a maximum contract period of 5 years. It may become necessary to second/transfer staff to another hospital/institution

during their period of training, in which case affected staff will be consulted prior to any decision being implemented. Registrars will function across health facilities, as per an agreed programme. Should registration with the HEI as a student be discontinued for any reason the appointment as a Registrar also discontinues. 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 on contract. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrar-ship should they not be successful for advertised Specialist positions. 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. Preference will be given to SA citizens/permanent residents with a valid identity document. Registrars will be required to register as post-graduates with Stellenbosch University according to the yearbook and guidelines.”

- CLOSING DATE** : 20 September 2024
- POST 32/181** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Supply Chain Sourcing, Sub-directorate: Clinical Sourcing
- SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs.)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimal educational qualification: Appropriate three-year National Diploma/Degree or NQF 6. Experience: Appropriate experience in the procurement of clinical-related goods and services in a healthcare environment. Inherent requirements of the job: Valid (Code B/EB) Drivers' licence. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills. Knowledge of the Public Finance Management Act (PFMA), Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer's System and the Delegations.
- DUTIES** : Manage Project-, Acquisition-, People-, Contract and Supplier Performance Management. Ensure compliance to and implementation of relevant legislation, practice notes, instruction notes and Departmental policies. Ensure good governance and monitoring of all transversal bidding processes for clinical commodities. Responsible for the analysis of market-industries, costing and clinical demand. Leading a team of procurement specialists to deliver efficient transversal contracts timeously and in a cost-efficient manner. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services. To provide an integrated demand, acquisition and contract management service of clinical commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health and Wellness with a focus on: Commodity-based lifecycle costing. End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management delivery of optimal commercial benefits to the department. Optimising clinical led intervention on products for cost savings. Efficiently integrating clinical needs into procurement processes.
- ENQUIRIES** : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : Candidates may be required to do a practical test.
- CLOSING DATE** : 20 September 2024
- POST 32/182** : **PHARMACIST: GRADE 1 TO 3 (CHRONIC DISEASE MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY** : 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.
<u>CENTRE REQUIREMENTS</u>	:	Northern/Tygerberg Sub-structure
	:	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 SAPC as a Pharmacist. Proof of current (2024) registration. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. 1-year relevant experience after registration as 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. Grade 2: A minimum of 5 years' appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 years' relevant experience after registration as 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. Grade 3: A minimum of 13 years' relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years' relevant experience after registration as 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 requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): 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. Improvement Experience in medicine access modalities. Experience in working as a member of a multidisciplinary team. Experience in stakeholder engagement. Experience in quality and data management.
<u>DUTIES</u>	:	Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to patients. Manage, assess and monitor compliance w.r.t Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist's 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 primary health setting.
<u>ENQUIRIES</u>	:	Ms. T. Parker Tel No: (021) 815 8876
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/183</u>	:	<u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OUTPATIENTS DEPARTMENT)</u>
<u>SALARY</u>	:	R520 560 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. 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 requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving decision making, public speaking, conflict resolution and interpersonal/communication skills, the ability to function independently as well as part of the multi-disciplinary team and have Good organisational skills and the ability to function under pressure. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
- DUTIES** : Responsible for the co-ordination and delivery of within the relevant departments, participation and implementation of audits and planned improvement initiatives. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as the Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research. Maintain ethical standards and promote professional development.
- ENQUIRIES** : Ms A Moodley Tel No: (021) 404 2115
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 20 September 2024
- POST 32/184** : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (COMPREHENSIVE HEALTH)**
Garden Route District
- SALARY** : Grade 1: R520 560 per annum
- CENTRE** : Oudtshoorn Sub-district and Kannaland Sub-districts
- 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 Coordinator 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 a Professional Nurse and Midwifery. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Competencies (knowledge/skills): Good interpersonal relations, leadership and good communication skills Knowledge of the Maternal-Child-Women's-Health, HIV/AIDS/STI/TB, Chronic Disease Management and Community Orientated Primary Care (COPC) Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.
- DUTIES** : Provide comprehensive support for the Oudtshoorn/ Kannaland Sub-district Primary Health Care management teams to enable implementation and realisation of Western Cape and Garden Route District Health plans. Support the implementation and integration of Community Orientated Primary Care (COPC). Link, monitor, evaluate and coordinate COPC partners including but not limited to, funded Non-Profit Organisations (NPOs) and Private Provider Partners. Support Oudtshoorn and Kannaland Sub-Districts to achieve programmatic deliverables including Maternal and Child-Women-Health, First 1000 days strategies, HIV/AIDS/STI/TB, Mental Health, Chronic Disease Management, and realisation of ideal clinic status. Monitor and evaluate programme goals and targets including the collection, validation, interpretation, and analysis of statistical data.
- ENQUIRIES** : Ms NC Jackson Tel No: (044) 203-7205
- APPLICATIONS** : Applications are submitted online via 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 Clinical Programme Coordinators 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.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/185</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)</u> (Chief Directorate: Metro Health Services)
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a 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 Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills and interpersonal skills. Knowledge of relevant legislation and policies of the Department of Health Skills to plan, organize and coordinate the service by analyzing, problem solving and decision-making. Leadership towards the realization of strategic goals and objectives of the Mental health unit.
<u>DUTIES</u>	:	Use expert knowledge and skills to ensure quality appropriate patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health service. Support the unit manager/Operational manager in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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: Advanced Psychiatric Nursing Science with the South African Nursing Council. The pool of applicants will be considered for other Professional Nurse Specialty: Psychiatry posts within the Chief Directorate: Metro Health Services for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/186</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (X2 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Phola Park Clinic (X1 Post)

<u>REQUIREMENTS</u>	E De Waal Mobile (X1 Post), Drakenstein Sub District Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council 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 Midwife. Experience: Grade 1: 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 requirements of the job: Prepared to work at different facilities within the Sub District inclusive a Mobile 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. Computer literacy (MS Word and Excel).
<u>DUTIES</u>	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.
<u>ENQUIRIES</u>	Ms J Bosch Tel No: (021) 862 4520
<u>APPLICATIONS</u>	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
<u>CLOSING DATE</u>	20 September 2024
<u>POST 32/187</u>	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (NIMART TRAINING AND NIMART MENTOR)</u> Cape Winelands District (One Year Contract)
<u>SALARY</u>	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum Annual salary plus 37% in lieu of service benefits
<u>CENTRE</u>	Cape Winelands District Office, Worcester
<u>REQUIREMENTS</u>	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council 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 Midwife. Experience: Grade 1: 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 requirements of the job: A valid (code B/EB/C1) driver's license. NIMART trained/qualified and

<u>DUTIES</u>	:	experience/practice in NIMART patients. Willingness to travel across the district. Competencies (knowledge/skills): Good verbal and written skills. Good organizational skills. Computer skills (MS Office Excel, PowerPoint and Word). Coordinate 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. Facilitation of updating already NIMART trained Professional Nurses. Evaluate and Assess the competencies and skills of nursing personnel. Effective management and utilization of human resources.
<u>ENQUIRIES</u>	:	Ms R Balie Tel No: (023) 348 8122
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/188</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R451 533 (PN-B1) per annum Grade 2: R553 545 (PN-B2) per annum
<u>CENTRE</u>	:	Franshoek Groendal CDC (X2 Posts) Don and Pat Bilton CC (X1 post), Stellenbosch Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment: Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the South African Nursing Council as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years' appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: 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 specialty after obtaining the 1-year post-basic qualification with SANC. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Prepared to work at different facilities within the Sub District inclusive a Mobile when needed within the community (COPC concept). Competencies (knowledge/skills): BANC and PACK training or experience. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Management of Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with the community structures and NPO's. Collect data and submit reports on time. Assist with the managing of human resources. Financial, SCM, Strategy & Health Support, Infrastructure and Equipment Management.
<u>ENQUIRIES</u>	:	Ms MM Muller Tel No: (021) 808-6109
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care.

- CLOSING DATE** : 20 September 2024
- POST 32/189** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory
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 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 and Midwifery. 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 requirements 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 APPLICATIONS** : Ms G Williams Tel No: (021) 404-4257
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : 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: Advanced Midwifery and Neonatology Nursing.
- CLOSING DATE** : 20 September 2024
- POST 32/190** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY AND NEONATAL ICU) (X2 POSTS)**
- SALARY** : Grade 1: R451 533 per annum
Grade 2: R553 545 per annum
- CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley
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. A post-basic nursing qualification, with duration of at least 1 year accredited with the SANC in Child Nursing Science or Medical and Surgical Nursing

Science: Critical Care Nursing: Child Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** 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 after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Display core values of the Department of Health and Wellness (WCG) on the execution of duties while practicing within the legislation, regulations and protocols applicable to the public service. Knowledge and insight of relevant legislation and policy related to nursing within the Department of Health Western Cape. Plan, Organize, and Coordinate the service by analysing, problem solving, and decision making. Leadership towards the realization of strategic goals and objective of the speciality clinical department.

DUTIES : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care plans and the education of the nursing personnel as a Professional Nurse in the specific speciality clinical area. Render and supervise specialised clinical nursing care and support clinical staff with procedures within the specific clinical speciality unit. Utilize human, material and physical resources and development of self and others.

ENQUIRIES : Ms F Baartman Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : 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 the predetermined period of time. Candidates who are not in possession of 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 Child Nursing Science or Medical and Surgical Nursing Science: Critical Care Nursing: Child Nursing.

CLOSING DATE : 20 September 2024

POST 32/191 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 Central Karoo District

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

CENTRE : Murraysburg Clinic
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with the Health Professions Council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): NIMART training or experience. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).

DUTIES : Assist with the management of the Burden of Disease according to the Comprehensive Health programme. Quality of service Plan and implement Health Promotion and Prevention activities in facility and community. Link with

the community structures and NPO's. Collect data and submit reports on or before time. Assist with the managing of Human Resources, Finance, SCM, Strategy and Health support, Infrastructure and equipment management. Provide PHC services to the surrounding farming communities.

ENQUIRIES APPLICATIONS : Ms FK Fass Tel No: (049) 844-0053
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care. The pool of applications will be considered for other Clinical Nurse Practitioner 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.

CLOSING DATE : 20 September 2024

POST 32/192 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
West Coast District

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

CENTRE : 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. A post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** 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 requirement of the job: Valid (Code B/EB) driver's license and the willingness to travel. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary Care. Computer literacy.

DUTIES : Plan, coordinate and facilitate effective and efficient mental health service within the Sub-District following applicable policies and procedures. Provide a comprehensive mental service and liaising with all relevant role-players. Monitoring and evaluation of services indicators and outcomes to ensure quality. Support and provide capacity building to staff. Promote community awareness, development and participation and identifying of mental health problems.

ENQUIRIES APPLICATIONS : Sr M Sandt Tel No: (027) 482-1484
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates 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 possessions 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 : 20 September 2024

POST 32/193 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**
West Coast District

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

CENTRE : Klawer Clinic (X1 post)
Lutzville Clinic (X1 post), Matzikama 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 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 Midwife. Experience: **Grade 1:** 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 requirements of the job: Valid (Code B/EB) driver's licence. 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): Good interpersonal, planning, organisational skills, and computer literacy (MS Office). Excellent verbal and written communication skills. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.

DUTIES : Assist with the management and execution of relevant Curative Programmes on PHC level. Rendering of an effective Child Health service and programmes, including school health and nutrition. Assist with the management and execution of all Women's Health services, including reproductive health and antenatal care. Assist with the management and execution of the HAST programme – TB management, STI management and HIV/AIDS management services.

ENQUIRIES : Dr JE Eygelaar Tel No: (027) 213-4070

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates 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 to candidates who apply for the first time for registration in the post basic qualification: Diploma in Clinical Nursing Science, Health Assessment, Treatment Care with the South African Nursing Council.

CLOSING DATE : 20 September 2024

POST 32/194 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**

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

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Radiographer in Diagnostic. Experience: **Grade 1:** None after registration with the HPCSA as Diagnostic Radiography in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in the Radiography (Diagnostic) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) 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 Radiographer in Diagnostic Radiography in respect of SA qualified employees. A minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Diagnostic) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems. Sound verbal and communication skills. Basic computer literacy skills. Inherent requirements of the job: Render a 24-hour service as determined by the department.

DUTIES : Produce radiographs of optimum quality with good patient care. Assist with administrative duties in radiology. Support of supervisor and teambuilding. Maintain professional growth/ethical standards and self-development. Participate in continuing professional development activities. Safe use and care of equipment. Assist with training of community service Radiographers and students. Participate in a after hour service of the department.

ENQUIRIES : Ms. M. Samuels Tel No: (021) 377-4799
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 September 2024

POST 32/195 : **RADIOGRAPHER GRADE 1 TO 3 (DIAGNOSTIC)**
 (Chief Directorate: Metro Health Services)

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

CENTRE : Oral Health Centres, Tygerberg/Mitchells Plain

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Diagnostic Radiography. Registration with the Health Professions Council: Registration with the HPCSA as a Diagnostic Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Diagnostic Radiography in respect of RSA qualified employees. 1-year 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 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. Competencies (knowledge/skills): Knowledge of protocols, radiation protection, quality assurance and equipment safety. Good interpersonal skills and perform effectively as part of a multidisciplinary team. Knowledge of Patient Archiving and Communication Systems and Radiology Information Systems.

DUTIES : Produce radiographs of optimum quality with excellent patient care. Responsible for accurate record keeping and other administrative duties within the Radiology department. Provide support to the Chief Radiographer and HOD. Maintain professional and ethical standards within the public service. Participate in self development activities. Participate in Continuous Professional Development activities and adherence to HPCSA guidelines within the profession. Responsibility to handle all equipment safely in keeping

		with SAHPRA standards. Assist with the training and supervision of Radiography, Dental and Oral Health undergraduate and post graduate students, pertaining to Dental Radiography.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N. Sprague Tel No: (021) 370 4418
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 Radiographer (Diagnostics) posts within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert. Candidates will be subjected to a written/practical and oral assessment.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/196</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCE (DICU) DICU METRO (X2 POSTS), GARDEN ROUTE (X1 POST)</u>
		Directorate: Financial Accounting (Head Office, Cape Town) on the premises of Stikland Hospital. York Park building, George
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum
	:	Head Office, Cape Town
	:	Minimum educational qualification: An appropriate 3-year National Diploma/Degree in SCM, Finance, Accounting or Auditing. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) manual driver's licence. Willingness to travel. Competencies (knowledge/skills): The ability to interpret and apply financial and SCM policies, procedures, and prescripts. Ability to compile reports and presentation thereof. Knowledge of inventory, assets, irregular expenditure, commitments, and accruals. Computer literacy (Microsoft Excel, Word, Power Point).
<u>DUTIES</u>	:	Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Evaluate inventory within the institutions and ensure that all inventory/warehouse items reconcile on the Accounting Systems of the department. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Report any discrepancies found and assist Institutional management to implement corrective measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N de Bruyn, email address (nick.debruyn@westerncape.gov.za)
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/197</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES</u>
		Chief Directorate: Emergency and Clinical Services Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 413 per annum
	:	Forensic Pathology Institute (OFPI), Observatory
	:	Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate Supervisory experience. Appropriate experience in Finance Appropriate experience in Administration, Supply Chain and Contract Management. Appropriate experience in LOGIS, EPS (Electronic Procurement System). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing. Above-average computer and software literacy. Ability to work independently as well as in a team. Knowledge of BAS, CSD, SEB and ECM (Electronic Content Management). Knowledge in Asset Management, Human Resources and Labour Relations. May be required to work overtime. Ability to work under pressure and meet deadlines.

DUTIES : An effective People Management (Support). Effective and efficient management in the Support of the OFPI. Effective supervision of the SCM, stores and Assets in support of the OFPI. Effective and efficient Contract Management. Liaison between Service Provider, Staff, Contract Manager, Facility Manager and Section Heads.

ENQUIRIES : Ms TG Cornelius Tel No: (021) 836 0965/0

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

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

CLOSING DATE : 20 September 2024

POST 32/198 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (CONTRACT MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R308 154 per annum

CENTRE : Based on the Premises of Lentegeur Hospital and Western Cape Rehabilitation Centre in Mitchell's Plain

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in managing outsourced contract services, supervision, report-writing, interpreting contracts, contract service level specifications, monitoring and auditing service contracts. Inherent requirement of the job: Valid Driver's Licence. Competencies (knowledge/skills): Knowledge and ability to interpret and correctly apply Policies, Regulations, Instructions, and especially the service standards, service outputs and service level agreements of an integrated facility management service. Knowledge and understanding of integrated hard- and soft facilities management, monitoring and evaluation. High numerical literacy and good computer literacy (proficiency in Windows, MS-Office, PowerPoint, Excel and emails). Excellent communication, interpersonal and conflict management skills.

DUTIES : Efficient and effective monitoring, reporting and complaints management in respect of all hard- and soft facility management services rendered to the Department by a Service Provider. Train Department of Health and Wellness staff in respect of stipulated procedures, policies and protocols of a service level specification for integrated facility management service. Liaise between Department of Health and Wellness staff and Service Provider, Help Desk, Contract Manager and CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre. Monitor, evaluate and report on the compliance in respect of Integrated Facility Management Services rendered by a Service Provider. Monitor, record keeping and analyse all calls logged with the Help Desk. Compile monthly, quarterly and annual summary reports for Contract Manager/ CEO's of Lentegeur Hospital and Western Cape Rehabilitation Centre.

ENQUIRIES : Ms C Faulmann Tel No: (021) 370-2364

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a written and oral assessment. The pool of applicants for the post of Administrative Officer: Support Services 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 : 20 September 2024

POST 32/199 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**

SALARY : R308 154 per annum

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

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Administration (i.e. Salary Administration, Service Conditions, Personnel Management and Recruitment and Selection). Appropriate experience in Supervision. Appropriate PERSAL experience. Competencies (knowledge/skills): Knowledge of People management legislation and policies with the ability to understand and provide advice on policies. Ability to function effectively within a team environment with or without Supervision. Ability to function effectively in a stressful environment

		with a heavy workload. Computer skills (i.e. Microsoft Outlook, Excel, MS Word, PowerPoint, and PERSAL).
<u>DUTIES</u>	:	Manage all People management related functions within the PM unit in conjunction with the SAO: PM. Handle all appointments, service termination, salary administration, PILIR, RWOEE, WCA and general service conditions, auditing of leave and personnel files, debt management, pension administration and management of paysheets and commuted overtime. Assist to Maintain PM databases. Assist with Recruitment and selection. Provide advice regarding the application of People Management policies and prescripts. Assist with all telephonic and written queries related to PM. Manage and supervise PM staff and provide support to supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Share Tel No: (021) 658 5476
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/200</u>	:	<u>ADMINISTRATIVE OFFICER: ADMISSIONS (FEES DEPARTMENT: PATIENT ADMINISTRATION IN/OUT-PATIENTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the key Performance Areas (KPA`s) of the post. Experience: Appropriate experience in a Patient Administration environment including Hospital Information Systems. Competencies (knowledge/skills): Computer literacy. Good Communication skills and the ability to solve problems prioritise and analyse, this includes implementing processes and follow through. Ability to work under pressure and liaise with Professional Staff effectively and a strong sense of confidentiality. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, AR & Finance Instructions, Disciplinary Code of Conduct and SPMS processes.
<u>DUTIES</u>	:	In-patient and out-patient administration functions according to PGWC policies and procedures. Management of Clinicom, Billing (AR), ICD10 coding and other PGWC system computer duties in line with Revenue Generation projects. Manage HR, labour issues including disciplinary processes w.r.t staff and submit monthly reports and Statistics. Manage and monitor Data quality assurance, Admission, Cash collection, transfer and discharge of Inpatients and Outpatients as per PGWC Hospital Fees policies and CMI reports. Interpret Financial Instructions/policies and implement timeously and effectively. Managing CMI and various other reports effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Z Stewart Tel No: (021) 404 2217
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	20 September 2024
<u>POST 32/201</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (X20 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum
	:	Grade 2: R375 480 per annum
	:	Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENT</u>	:	Groote Schuur Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse. Registration with a professional council: - Registration with SANC as Professional Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures 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.

<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/202</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO GRADE 3 (GENERAL: MIDWIFERY) (X5 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R307 473 per annum Grade 2: R375 480 per annum Grade 3: R451 533 per annum
<u>CENTRE REQUIREMENT</u>	:	Groote Schuur Hospital
<u>REQUIREMENT</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with SANC as Professional Nurse and Midwifery. Registration with a professional council: Registration with SANC as Professional Nurse and Midwifery. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse. Competencies (knowledge/skills): Knowledge of Nursing Practices, Infection Prevention Control, control measures 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.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Wulff Tel No: (021) 404-2109
<u>NOTE</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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.
<u>CLOSING DATE</u>	:	20 September 2024

POST 32/203 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CLINICAL NURSE TRAINING: CBS)**

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Northern/Tygerberg Sub-structure
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwifery or Psychiatric. Experience: **Grade 1:** None. **Grade 2:** A Minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** 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 Valid (Code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Appropriate training/facilitation experience. Proficiency in report writing. Knowledge and understanding of nursing Code of Ethics and Professional Practice of the SANC of nursing Standard of Practice and scope of practice. Knowledge and understanding of Community Based Services and the NGO Sector. Computer literate in MS Office (Excel, Word and Power point), Access, Database management and MS Outlook.

DUTIES : Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conducting, monitoring and evaluation of all training activities offered to Community Care Workers. Coordinate other nursing training according to need identified within the sub-structure.

ENQUIRIES APPLICATIONS : Ms. DJ Fourie Tel No: (021) 815-8883
Applications are submitted online via 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 CBS Training 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 : 20 September 2024

POST 32/204 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING) (X3 POSTS)**
Cape Winelands Health District

SALARY : Grade 1: R307 473 per annum
Grade 2: R375 480 per annum
Grade 3: R451 533 per annum

CENTRE REQUIREMENTS : Stellenbosch Hospital
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 the Health Professions Council: Current registration with the South African Nursing Council as Professional Nurse. Experience: **Grade 1:** None. **Grade 2:** A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing Basic. Competencies (Knowledge/skills): Computer literacy (MS

		Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Inherent Requirement of the job: Willingness to work shifts, night duty, overtime, public holidays and weekends. Willingness to work in other wards inside hospital.
<u>DUTIES</u>	:	Provide direction and supervision for the implementation of the nursing plan (clinical practice or patient care). Implement standards, practices, criteria, and indicators for quality nursing (quality of practice) Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. RZ De Silva Tel No: (021) 808-6153
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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 CBS Training 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.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/205</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	Groote Schuur Hospital, Observatory
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate asset management experience. Competencies (knowledge/skills): Computer literacy (MS Office: Excel, word and PowerPoint). Knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury regulations and Policies. Good interpersonal and communication skills.
<u>DUTIES</u>	:	Partake in the annual asset count and adhoc inspections. Disposal of redundant, obsolete and unserviceable items in accordance with policies. Barcoding and tracking of all assets. Updating and maintenance of the asset register with regard to equipment purchased, donated, transfers and disposals. Assist with the implementation of relevant asset management policies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Khan Tel No: (021) 404 2361
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/206</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSET MANAGEMENT) (X2 POSTS)</u> Chief Directorate: Emergency and Clinical Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R216 417 per annum
	:	EMS Supply Chain (Head Office)
	:	Minimum educational qualification: Senior Certificate with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain or Asset Management. Inherent requirements of the job: Valid Drivers' licence (Code B/EB). Willingness to travel. Computer literacy (MS Office package). Competencies (knowledge/skills): Excellent communication and interpersonal skills. Knowledge and exposure to the Public Finance Management Act

(PFMA) and Regulations and SCM instructions. Knowledge of LOGIS (Logistical Information System) and SYSPRO would be advantageous.

DUTIES : Responsible for Asset Management at SCM head office, focusing Asset Warehouse Management. Asset disposal management and acquisition planning. Maintenance of asset registers and asset repairs. Ensure Audit Compliance, record statistics and file source documents. Handle telephonic and written enquiries from user departments. Assist with all general tasks within Supply Chain Management. Assist with all general tasks within Supply Chain Management. Assist with all general tasks within Supply Chain Management.

ENQUIRIES : Ms T Dreyden Tel No: (021) 834-4607

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

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

CLOSING DATE : 20 September 2024

POST 32/207 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R216 417 per annum

CENTRE : Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KPA's) of the post. Experience: Appropriate procurement and overall supply chain experience. Appropriate experience in the LOGIS system. Inherent requirement of the job: Valid Drivers' license (Code B/EB). Computer literate (MS Office package, e-mail and internet). Competencies (knowledge/skills): Ability to work independently and function well in a team. Ability to prioritize and good problem-solving skills. Excellent communication and interpersonal skills. Ability to maintain accurate record keeping and reporting to the supervisor.

DUTIES : Processing of contract-related invoices for payment – receive and validate invoices. Manage supplier accounts – accurate record keeping of each account on a spread sheet. Supplier performance management. Maintain a specifications database – house and update a database. Governance and support – creation of orders, coordinate training etc.

ENQUIRIES : Mr C Erasmus Tel No: (021) 830 1161

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

CLOSING DATE : 20 September 2024

POST 32/208 : **ADMINISTRATION CLERK: REGISTRY**
Chief Directorate: Metro District Health Services

SALARY : R216 417 per annum

CENTRE : Metro TB Centre

REQUIREMENTS : Minimum educational qualification: Senior certificate (Grade 12 or equivalent). Experience: Appropriate administration experience in a hospital environment, focused in the Registry department. Appropriate Clinicom experience. Competencies (knowledge/skills): Computer literacy (Ms Office package) Word and Excel Good communication skills (verbal and written). Good Planning and organisational skills.

DUTIES : Effective and efficient registry services by keeping a filing system according to Archive Act and ensure that documents are filed according to procedure. Ensure that CLINICOM procedure is complete. Control incoming and outgoing mail, distributing to the various departments. Manage the various Registry registers; make photocopies and maintain the function of the photocopy machine. Rendering an effective stationary service to hospital. Render effective support to supervisors and perform relief duties in the absence of registry/admissions clerks when required.

ENQUIRIES : Mr. C. Van Houten Tel No: (021) 508 8333

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

CLOSING DATE : 20 September 2024

<u>POST 32/209</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> (Cape Winelands Health District)
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: 248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Bonnievale 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: Grade 1: None Grade 2: A minimum of 10 years appropriate/recognisable nursing experience 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. 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. Vacancy Details
<u>DUTIES</u>	:	Development and implementation of basic patient care. Responsible for patient care within SANC Scope of Practice and competency training as required. Provide basic clinical nursing care. Effective health promotion and information to patient/client and community by participation in Community events and initiating awareness of health-related issues. Effective utilization of physical and financial resources within the limited budget constraints. Maintain and participate in inter-professional and multi-disciplinary teamwork but able to work independently. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Pengelley, tel. no. (023) 626-8500
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/210</u>	:	<u>STAFF NURSE GRADE 1 TO 3</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: 248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Brewelskloof Hospital 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: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognisable nursing experience after registration with the SANC as Staff Nurse. Grade 3: A minimum of 20 years appropriate/recognisable nursing experience after registration with SANC as Staff Nurse. Inherent requirements of the job: Willingness to work overtime when necessary. Will be required to work shifts, weekends, and public holidays. Must be prepared to assist in all departments according to operational needs. Ability to work under pressure. Competencies (knowledge/skills): Good communication, planning and interpersonal skills. Ability to work in the multidisciplinary team. Enhance patient care through the implementation of SOP's, policies, and guidelines.
<u>DUTIES</u>	:	Implementation of basic patient care plans, protocols and guidelines. Provide basic clinical nursing care. Effective utilization of resources. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr NL Mahashe, Tel No: (023) 348 -1311

<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	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).
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/211</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Dysselsdorp Clinic, Oudtshoorn Sub District
	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with the Health Professions 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 as Staff Nurse with the SANC. Grade 3: 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 when necessary and to work at other clinics in the Sub-district. A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good communication skills. Self-discipline and motivation. Relevant knowledge, skills, ability to give basic training and health talks.
<u>DUTIES</u>	:	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. Support the Operational Managers to obtain and maintain Ideal Clinic status.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NC Jackson, Tel No: (044) 203 7205
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/212</u>	:	<u>STAFF NURSE: GRADE 1 TO 3 (FEMALE /CHILDREN'S WARD)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R209 112 per annum Grade 2: R248 613 per annum Grade 3: R290 805 per annum
<u>CENTRE REQUIREMENTS</u>	:	Vredendal Hospital, Matzikama Sub-District
	:	Minimum educational qualification: Qualification that allows registration with SANC as a Staff Nurse. Registration with a professional council: Registration with the South African Nursing Council as Staff Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration at SANC as an Staff Nurse. Grade 3: A minimum of 20 years appropriate/ recognizable experience in nursing after registration with the SANC as Staff Nurse. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty as well as overtime when necessary. Ability to work in a high stress environment. 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.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans, carried out under the supervision of the Professional Nurse, to deliver adequate patient care. Provide basic clinical nursing care to patients under the supervision of the Professional Nurse. Effective utilization of resources, including stock and

		equipment and proper maintaining thereof. Maintain professional growth and ethical standards and seek training opportunities.
<u>ENQUIRIES</u>	:	Mr LK Wagenaar, Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/213</u>	:	<u>NURSING ASSISTANT GRADE 1 TO 3</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R165 177 per annum Grade 2: R192 675 per annum Grade 3: R 227 070 per annum
<u>CENTRE</u>	:	New Somerset Hospital
<u>REQUIREMENTS</u>	:	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. Proof of annual registration with the SANC. Experience: Grade 1: None Grade 2: A minimum of 10 years appropriate/re cognizable experience in nursing after registration with the SANC as a Nursing Assistant. Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as a Nursing Assistant. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends, and public holidays to meet the operational requirements. Must be prepared to assist in all departments according to operational requirements. Competencies (knowledge/skills): Effective communication skills. Practical knowledge and experience of basic nursing care in a hospital setting. Interpersonal skills.
<u>DUTIES</u>	:	Provide elementary clinical nursing care. Assist patients with activities of daily living which includes patient hygiene, provide nutrition, assist with mobility, and elimination processes. Maintaining professional growth, Ethical standards, and Self – Development. Provide ongoing health education to patient and next of kin. Record Keeping.
<u>ENQUIRIES</u>	:	Ms S Basardien Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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 Nursing Assistant within the Chief Directorate: Metro Health Services, for a period of 3 months from date of advert.
<u>CLOSING DATE</u>	:	20 September 2024
<u>POST 32/214</u>	:	<u>GENERAL WORKER STORES (X2 POSTS)</u>
<u>SALARY</u>	:	R131 265 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: Capability to do strenuous physical labour. Willingness to work overtime when requested.
<u>DUTIES</u>	:	Deliver new assets to end-users, unpacking of new assets and assist with the barcoding of new assets. Collection of assets from end users for disposals and assist on disposal days with destroying and dumping of disposed assets, packing and unpacking of the condemning store. Transfer of assets and remove assets from areas not requiring them to storage or other departments, decanting of wards and departments when requested. Organising the condemning store and ensuring it is always neatly packed and tidy.
<u>ENQUIRIES</u>	:	Ms N Silwanyana Tel No: (021) 404 6436
<u>APPLICATIONS</u>	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	20 September 2024

POST 32/215 : **MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC ALLERGY CLINIC)**
(4 SESSIONS)
(1 Year Contract)

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

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa as a Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Paediatrics. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatrics. **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 Paediatrics. **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 Paediatrics. Competencies (knowledge/skills): Computer literacy (MS Word, Excel). Good interpersonal, communication skills (written and verbal). Ability to work independently and in a multi-disciplinary team. A Certificate in Paediatric Allergology will be advantageous.

DUTIES : To provide oversight, management and clinical governance of the paediatric allergy clinic. To render a comprehensive specialist clinical service in the Allergy Clinic including assessment and treatment of paediatric patients with allergic diseases e.g. asthma, eczema, allergic rhinitis, urticaria and food allergies. To provide in-service allergy training and education to paediatric nursing and medical staff, registrars, medical officers and medical students. Where feasible, to support paediatric allergy related research. To ensure continuity of care, and appropriate devolvement of stable patients to Level 1 and Level 2 facilities in the Metro East Geographic Service Area.

ENQUIRIES : Prof. R. Solomons/ Prof. A. Dramowski, Tel No: (021) 938-9506
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : "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)".

CLOSING DATE : 20 September 2024

POST 32/216 : **MEDICAL OFFICER: GRADE 1 TO 3 (SESSIONAL)**
(Chief Directorate: Metro Health Services)

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

CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as 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. 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. **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 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 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. Competencies (knowledge/skills): Diploma in Ophthalmology. Basic knowledge, expertise, and experience with regards to providing Outpatients. Ophthalmology services. Ability to function in a team under pressure in a high volume, high stress environment. Administrative, computer literacy and IT skills.

DUTIES : Clinical Service: Patient care. Clinical governance. Teaching. Innovation and Research. Leadership. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables, and equipment.

ENQUIRIES APPLICATIONS : Dr J Marszalek Tel No: (021) 377-4779
: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

CLOSING DATE : 20 September 2024

DEPARTMENT OF INFRASTRUCTURE

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

CLOSING DATE : 30 September 2024

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

OTHER POSTS

POST 32/217 : **DEPUTY DIRECTOR: ICT SERVICE MANAGEMENT SUPPORT REF NO: DOI 118/2024 R1**

SALARY CENTRE : R849 702 per annum (Level 11), all-inclusive salary package
: Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma qualification (B-Degree or higher) in Information Technology or Public Administration/ or Business Administration; A minimum of 3 years management level experience. Recommendation: Knowledge and experience of the Public Service Corporate Governance Information and Communication Technology Policy Framework. Competencies: Knowledge in the following; Public Service Corporate Governance of ICT; Planning, Programme/Project Management, Data Analytics, Research, Monitoring, and Evaluation processes and procedures; Public Service reporting procedures; Human Capital Management and Development; Financial Management; Protection of 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 : Functions are: To identify, Implement and maintain departmental ICT policies and application systems; manage the interface with CEI and other service providers; coordinate departmental inputs into various ICT plans; ensure systems security and ICT business continuity; coordinate and facilitate the introduction and optimisation of systems; Secretariat support for ITSTRATCOM and ITSTEERCOM; and Manage ICT staff and all resources of the Sub-Directorate.

ENQUIRIES : Dr Lance Barbier Tel No: (021) 483 8723

POST 32/218 : **DEPUTY DIRECTOR: LOGISTICS AND MOVABLE ASSET MANAGEMENT**
REF NO: DOI 135/2024

SALARY : R849 702 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (Advanced Diploma or higher qualification); A minimum of 3 years management level experience in Finance, Asset, Logistics or Supply Chain Management. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Asset and logistics management services and processes; Information systems that aid in the management of knowledge and information pertaining to the line function; Project management; Policy development and operational management, monitoring and review processes and systems; Public Finance Management Act, National and Provincial Treasury regulations, other financial policies, prescripts, directives and collective agreements; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication skills; Project Management; Accounting, finance and auditing; Economical and statistical analysis; Legal administration.

DUTIES : Develop, implement and monitor departmental asset management and logistic related plans, policies, prescripts and processes; Ensure the rendering of effective and efficient asset management and logistics management services; Plan and manage the work of and account for the overall performance of the sub directorate; People management; Financial management.

ENQUIRIES : Ms P Van der Merwe Tel No: (021) 483 6915

POST 32/219 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD SYSTEMS**
REF NO: DOI 133/2024

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)); A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer; A valid code B or higher driving licence. Recommendation: Relevant further studies and/or formal training; Exposure to system development and process mapping; Good understanding of linear assets management principles and application; Good understanding and in-practice use of BIM for roads and structures; Proven domain experience in one or more of the following fields: Traffic, Bridges, Pavements, Geometrics, Road Condition Assessments and/or Road Network Analysis. 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; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; 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; Continuous professional development to keep up with new technologies and procedures.

ENQUIRIES : Mr J Neethling at 073 952 9707

POST 32/220 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: DOI 76/2024 R1**

SALARY : R376 413 per annum (Level 08)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 1 year experience in accounting/auditing/finance/supply chain management. Recommendation: A valid driving licence (code B or higher). Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed:

Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Implement the asset management system, including the establishment and implementation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949

POST 32/221 : **STATE ACCOUNTANT: DISPOSAL MANAGEMENT REF NO: DOI 77/2024 R1**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/ B-Degree (equivalent or higher); A minimum of 1 year experience in accounting/ auditing/finance/supply chain management. Recommendation: A valid driving licence (code B or higher). Competencies: Knowledge of the following: Accounting; SCOA; PFMA; LOGIS; Asset management; Skills needed: Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills; Ability to work under pressure and meet deadlines; Analytical, planning and organising skills; Reliable, self-disciplined and dedicated.

DUTIES : Implement the asset management system, including the establishment and implementation of the asset management unit and departmental policies and procedures; Develop and maintain the strategic and annual asset management plans aligned with the departmental strategy and budget, and in consultation with Public Works where applicable; Develop and maintain asset registers, including acquisitions, maintenance management, transfers and valuations; Develop asset needs assessment, acquisition management, operational and disposal plan and execute the asset verification, investigate and report on variances, make necessary recommendations to resolve discrepancies and update the asset register; Develop implement and manage mechanism to safeguard assets, prepare monthly reconciliation with supporting schedules for the asset registers to the relevant accounting records and resolve uncleared items. Prepare a business plan for the lifecycle of assets including an analysis of pricing options using lifecycle costs as well as recommendations on the most appropriate asset solution; Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goal.

ENQUIRIES : Mr C Matthyse Tel No: (021) 483 4949

POST 32/222 : **CHIEF WORKS INSPECTOR: EDUCATION INFRASTRUCTURE (BUILDING) REF NO: DOI 137/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R376 413 per annum (Level 08)
: Department of Infrastructure, Western Cape Government
: A National Diploma (T/N/S streams) or equivalent; or N3 certificate (or higher) and a passed trade test in the building industry; or Registration as an Engineering Technician; A minimum of 3 years appropriate experience; A valid code B drivers licence. Recommendation: Experience in the following: Preparation of specifications, plans and working drawings; Interpreting of Bill of Quantities (BOQ); Technical experience in the following: Building contracts and contract administration; Occupational health and safety act and

regulations. Competencies: Knowledge and understanding of the following: Facets of the construction industry and National Building Regulations; Construction regulations within the Occupational Health and Safety Act; Skills needed: Proven computer literacy; Report writing, Written and verbal communication.

DUTIES : Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administrative principles are applied to each project; Liaison with external service providers; Responsible for PERMIS, mentorship and development; Ensure socio-economic impact is maintained; Ensure that Facility Condition Assessments (FCAs), as per Government Immovable Assets Management Act (No.19 of 2007) are delivered consistently.

ENQUIRIES : Mr T Fester Tel No: (021) 483 3882

POST 32/223 : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MATERIALS LABORATORY REF NO: DOI 141/2023 R2 (X3 POSTS)**

SALARY : Grade A: R371 253 - R396 522 per annum
Grade B: R419 325 - R449 079 per annum
Grade C: R472 812 - R556 080 per annum
(Salary will be determined based on post registration experience as per OSD prescribed).

CENTRE : Department of Infrastructure, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician Or have submitted with ECSA for Professional registration as an Engineering Technician. (Proof of payment to be submitted with application) and compulsory registration with ECSA as an Engineering Technician will then be applicable within 6 months from appointment; A minimum of 3 years relevant post qualification technical (engineering) experience. A valid driving license (Code B or higher). Competencies: Technical support in pavement and geotechnical design for roads; Acquisition of road infrastructure materials; Research pertaining to new products, specifications and test methods; Technical support services in respect of material quality control and management for road and bridge construction; As-built and standard specifications; Laboratory software management systems; Material mix designs, review and approval; Management and operation of an appropriate and accredited quality management system; Service on national technical committees for material specifications, standard test methods and laboratory proficiency schemes; Research of new products, standard test methods and specification requirements; Knowledge of legal compliance; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Computer skills and literacy; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills.

DUTIES : Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 32/224 : **PROJECT ADMINISTRATOR: METRO EAST/WEST REF NO: DOI 125/2024**

SALARY : R308 154 per annum (Level 07)

CENTRE : Department of Infrastructure, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma (B-Degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge of the following: Administration rules and regulations; Departmental information systems (My Content, BAS, ECM, SITS or any similar programs); Skills needed: Proven computer literacy (MS Office); Organising and record keeping; Presentation and organisational; Communication (written and verbal); Ability to work under pressure and meet deadlines; Able to work independently and in a team environment; Good leadership and motivational.
- DUTIES** : Timeous and accurate registration of all project information on the Project Management Information System; Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents; Perform quality reviews; Keep the Project Information Administrator fully up to date with all developments and track and report on overall project progress; Produce minutes and agendas for project meetings; Assist with technical user support; Assist the Project/Programme Manager to implement new processes and procedures; Work closely with line, project and programme managers to provide project administration support throughout the project life cycle.
- ENQUIRIES** : Mr P Williams Tel No: (021) 483 4573
- POST 32/225** : **ADMINISTRATIVE OFFICER: PROPERTY SUPPORT REF NO: DOI 129/2024**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum (Level 07)
: Department of Infrastructure, Western Cape Government
: An appropriate 3-year National Diploma/B- Degree (or equivalent qualification); A minimum of 2 years financial administration experience. Competencies: Knowledge of the following: Applicable policies and procedures; Financial management; Skills needed: Interpret and apply relevant policies and procedures; Financial management; Written and verbal communication; Ability to work independently; Problem Solving and Analysis; Client Orientation and Customer Focus.
- DUTIES** : Assist with effecting municipal services in the portfolio; Assist with effecting property rates payments in the portfolio; Assist with reporting on the portfolio.
- ENQUIRIES** : Ms N Fusa Tel No: (021) 483 8568
- POST 32/226** : **AREA FOREMAN: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 (OUDTSHOORN) REF NO: DOI 123/2024**
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: Construction, maintenance and reparations of roads; Operating of large construction machines; Civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and construction of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.
- DUTIES** : To inspect work done, supervise and train construction and specialised maintenance operators and supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location and compile defects list with other sections for planning purposes; Plan, procure and manage materials usage; Plan and manage plant utilization with other sections of organization; Plan, organize, control and co-ordinate construction and specialised maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinates and apply proper Labour Relations actions when and if necessary; Be available and react to emergency situations; Must be willing to work away from home and sleep out.
- ENQUIRIES** : Mr M Stegmann Tel No: (044) 272 6071

POST 32/227 : **AREA FOREMAN: ROUTINE MAINTENANCE REGION 2 (LADISMITH) REF NO: DOI 128/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Department of Infrastructure, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 3 years relevant experience; A valid driving licence (Code C or higher) with PDP. Recommendation: Experience in the following: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities. Competencies: Knowledge of the following: Maintenance, reparation and building of roads; Operating of construction machines; Supervision over a team of workers; Daily planning, organizing and coordinating of civil construction work and/or the maintenance thereof; Relevant further training; Skills needed: Proven computer literacy; Written and verbal communication; Maintain good interpersonal relations; Ability to work under pressure; Good planning and problem-solving; Good time management.

DUTIES : To inspect work done, supervise and train road worker supervisors; Operate and maintain machines and aids to be used for the road maintenance; Inspect roads away from location; Plan, organise, control and co-ordinate road maintenance work as well as the administrative work attached to it; Ensure the safety of the working areas in terms of the Occupational Health and Safety Act; Discipline subordinated and apply proper Labour Relations actions when and if necessary.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/228 : **ADMIN ASSISTANT: PROPERTY SUPPORT REF NO: DOI 134/202 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Senior certificate (Grade 12 or equivalent qualification); 6 months relevant experience. Competencies: A good understanding of working procedures of the working environment: operate a computer, operate a machine, Skills needed: telephone etiquette, interpersonal relations, organising, protocol, working procedures of working environment.; Good communication (written and verbal).

DUTIES : Perform general administrative support: Make subsistence and travelling arrangements (nationally and internationally), complete all financial forms, procurement of miscellaneous stocks; Secretarial duties: Organize interviews and appointments, receive visitors, Manage the senior manager's diary, prepare documentation for appointments and meetings; Handle enquires and correspondence: compile and type correspondence, design forms and documentation, distribute and direct enquiries and correspondence; Provide support to the senior manager with his executive obligations: distribute agendas and minutes of meetings, distribute and monitor actions agreed on at meetings, manage and file all documentation of meetings.

ENQUIRIES : Ms N Fusa Tel No: (021) 483 8568

POST 32/229 : **OPERATOR: CONSTRUCTION AND SPECIALISED MAINTENANCE REF NO: DOI 124/2024**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (Level 05)
: Department of Infrastructure, Western Cape Government
: Grade 10 certificate or equivalent; A minimum of 3 years' experience operating various Construction machinery on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Competency Certificate in respect of the South African Qualification Authority (SAQA) Unit Standard 262735; Working knowledge of heavy machinery, especially grader; Willing to travel when required; Proven computer literacy. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Skills needed: Report writing; Supervisory; Planning, Organising and coordination of grader activities; Planning and problem solving; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Build, repair and maintain roads and roads infrastructure; Build, repair and maintain road shoulders, waterways, and drainage structures; Operate and maintain machines, vehicles and aids which are used for road construction and maintenance work; Operate various types of construction machines e.g. front end loader, bulldozer, digger loader, excavator, roller, water truck, tip truck, grass cutting machines, tractor with broom, crane truck etc; Discipline subordinates and apply proper labour relations; Give training to road workers; Undertake the safeguarding of work areas and machines in terms of the OHS Act; Must be willing to work away from home and sleep out.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/230 : **OPERATOR: ROAD MARKER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2-OUTSHOORN) REF NO: DOI 126/2024**

SALARY : R216 417 per annum (Level 05)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 certificate or equivalent; A minimum of 3 years relevant experience; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience in the following: Working, handling and maintenance of the line marking machine and various other vehicles. The building, maintenance and repair of roads; Willingness to work away from headquarters on a regular basis. Sharing caravans for accommodation while sleeping out. Competencies: Knowledge of the following: Safety standards and road safety; Experience in all the different standards of road marking; Standards w.r.t different types of road mark points, glass beads and the application thereof; Skills needed: Report writing; Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated; Ability to work independently without constant supervision and High concentration ability for long periods of time.

DUTIES : Outline of new or faded invisible road marks; Spray of lines with the aid of road mark machine and aids; Undertake the pre-inspection of routes and post-surveying of completed lengths sprayed i.t.o of costing and quality assurance; Supervise subordinates with hand painting of road marks as well as ad-hoc road maintenance activities; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act.

ENQUIRIES : Mr M Stegmann Tel No: (044) 272 6071

POST 32/231 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (VARIOUS POSTS AVAILABLE IN KLAARSTROOM, PRINCE ALBERT AND UNIONDALE) REF NO: DOI 127/2024**

SALARY : R183 279 per annum (Level 04)
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating large construction machines; Management and supervision of staff; Administrative related experience. Competencies: Good understanding of the maintenance and repair of defect on roads and within road reserves; Conflict and diversity management; Skills needed: Communication (verbal and written); Ability to work under pressure and meet deadlines; Ability to work in a team; Self-motivated.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for roads maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding or work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.

ENQUIRIES : Mr M Stegmaan Tel No: (044) 272 6071

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 : 30 September 2024

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

OTHER POSTS

POST 32/232 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN BRACKENFELL, SOMERSET WEST, VREDENBURG, VREDENDAL) REF NO: WCMD 37/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

ENQUIRIES : Mr C Nyman Tel No: (021) 983 1537

POST 32/233 : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN BEAUFORT WEST, LAINGSBURG, WORCESTER) REF NO: WCMD 38/2024**

SALARY CENTRE REQUIREMENTS : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.

DUTIES : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.

- ENQUIRIES** : Mr C Nyman Tel No: (021) 983 1537
- POST 32/234** : **PROVINCIAL INSPECTOR: TRAFFIC LAW ENFORCEMENT (VARIOUS POSTS AVAILABLE IN CALEDON, SWELLENDAM, MOSSEL BAY, OUDTSHOORN, GEORGE, KNYSNA) REF NO: WCMD 39/2024**
- SALARY CENTRE REQUIREMENTS** : R255 450 per annum (Level 06)
: Western Cape Mobility Department, Western Cape Government
: Grade 12 (or equivalent qualification); A minimum of 1-year practical experience in the field of Traffic Law Enforcement Operations on date of appointment; Must be in possession of a Basic Traffic Diploma from a training institution accredited by the RTMC on date of appointment; A valid Code B/EB (or higher) manual driving licence; No criminal record or pending criminal case. Recommendation: Conflict Management and Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure and deal with conflict.
- DUTIES** : Enforce and ensure Road Traffic Law Enforcement, Public Passenger and Transport legislation; Implement planned and approved traffic law enforcement activities/operations; Co-ordinate and safe-guard accident scenes and ensure the free flow of traffic through point duty and traffic control; Escort abnormal vehicles and loads to ensure safe movement thereof. Execute high visibility policing and ensure crime prevention activities; Execute overload screening and control at weighbridges; Perform of all administrative activities and related duties.
- ENQUIRIES** : Mr C Nyman Tel No: (021) 983 1537

DEPARTMENT OF POLICE OVERSIGHT AND COMMUNITY SAFETY

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 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 32/235** : **DIRECTOR: CRIME PREVENTION CENTRE REF NO: POCS 03/2024**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum (Level13), (all-inclusive salary package)
: Police Oversight and Community Safety, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle/senior management experience on a strategic level in a public/ security/ safety environment or related; A valid driving licence; Recommendation: Experience in a crime prevention environment. Competencies: Knowledge of the following: Proven knowledge of and working experience with the legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Proven knowledge and understanding of: Information systems, programmes and project management, procurement and tendering processes, policy development, strategy management, monitoring and review processes, modern systems of governance and administration, public service procedures and systems, and global, regional and local affairs impacting the Provincial Government of the Western Cape; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Influencing and negotiation skills; Critical thinking and reasoning skills; Planning and Organising skills.
- DUTIES** : Provide strategic management, guidance and advice; Drive the strategic planning process for the directorate; Coordinate crime prevention programmes; Render a project support service for the coordination of the Integration Crime and Violence Prevention Strategy (ICVPS) Framework; Manage the process of safety training and development to community structures; Change Management; People Management and empowerment; Oversee the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Directorate; Performance Management of employees; Promote sound labour relations within the Directorate; Active participation in Financial Management of the directorate and participation in the budgeting process; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Assume direct accountability for ensuring contracts are managed effectively and efficiently for the Directorate; Assume overall accountability for the management, maintenance and safekeeping of the Directorate's assets; Assume direct accountability for ensuring that appropriate risk management procedures are in place and adhered to for the Directorate.
- ENQUIRIES** : Mr H Arendse Tel No: (021) 483 4861

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 30 September 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing Department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 32/236** : **SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 69/2024 (X2 POSTS AVAILABLE IN METRO NORTH REGION)**
- SALARY CENTRE** : R452 667 - R532 113 per annum, (OSD as prescribed)
: 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 SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics. Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem-solving; Client orientation and customer focus.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : Ms M Swart Tel No: (021) 763 6212
- POST 32/237** : **SOCIAL WORKER: SOCIAL WORK SERVICES (VARIOUS POSTS AVAILABLE IN EDEN KAROO REGION) REF NO: DSD 70/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – 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. 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 (casework, 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 t Tel No: (021) 763 6217
- POST 32/238** : **SOCIAL WORKER: PROFESSIONAL SERVICES REF NO: DSD 72/2024 (X2 POSTS AVAILABLE IN KENSINGTON TREATMENT CENTRE AND VREDELUS SECURE CARE)**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – 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. 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 (casework, 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 S Smith Tel No: (021) 202 9248
- POST 32/239** : **SOCIAL WORKER (GBV): SOCIAL WORK SERVICES (SALDAHNA) REF NO: DSD 73/2024**
- SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)
Grade 2: R376 416 – 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. 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 S Smith Tel No: (021) 202 9248
- POST 32/240** : **NURSING ASSISTANT: PROFESSIONAL SERVICES (SIVUYILE CENTRE FOR PERSONS WITH DISABILITIES ON STIKLAND GROUNDS) REF NO: DSD 71/2024**
- SALARY** : Grade 1: R165 177 - R188 865 per annum, (OSD as prescribed)
Grade 2: R192 675 - R218 667 per annum, (OSD as prescribed)
Grade 3: R227 070 - R283 347 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government
Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.
- DUTIES** : Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
- ENQUIRIES** : Ms S Smith Tel No: (021) 940 8962

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. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 04 October 2024
- NOTE** : 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.

MANAGEMENT ECHELON

- POST 32/241** : **CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, GOVERNANCE, ECD AND PARTIAL CARE, & SPECIALISED EDUCATION REF NO: 127**
Directorate: Specialised Education Support
- SALARY** : R1 436 022 per annum (Level 14), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years of experience at a senior managerial level. Successful completion of the Certificate for entry into the Senior Management Service (SMS), Valid driver's licence.
- DUTIES** : Manage the planning, coordination, and evaluation of IMG in respect of public ordinary and special schools and ECD Centres Develop policy and guidelines on school management and governance issues in respect of curriculum management, learner management, leadership & management, and governance. Provide policy and guidelines for building capacity of SGB's and RCL's. Develop systems, standards, and practices for IMG. Develop provincial norms and standards for public ordinary schools, Independent Schools, ECD Centres and collaboration schools. Ensure quality in institutional management and governance through qualitative and quantitative assessment. Provide policy and management framework for school sport and culture programmes and activities Develop policy and guidelines on school safety management and coordination in all schools in the province Provide support to independent schools 2. Plan, manage and coordinate Specialised Education support services and Inclusive education. Develop policy in respect of special education support services. Plan the delivery of special education in line with inclusive education policy framework. Manage the establishment and development of education resources centres and full-service schools. Support of LSPID centres and a management of the LSPID Conditional Grant. Manage the deployment and development of resources allocated to ELSEN schools/ education resource centres. 3. Manage the planning, monitoring, and evaluation of ECD Care Formulate, manage and monitor implementation of ECD and partial care, out of centre programmes. Participate in policy formulation and an implementation framework. Support the design, manage and evaluate pilot and special projects in ECD Manage and support interdepartmental committees. Manage and support Conditional Grants in ECD, including non-financial data from ECD and partial care facilities. Support the management of the norms and standards for ECD partial programmes.

Support and manage the ministerial and public complaints and investigations. Ensure and manage the centralised registration of partial care facilities and ECD programmes. 4. Develop policy, guidelines and coordinate the implementing of the National School Nutritional Policy and HIV support programmes.

ENQUIRIES : Mr AJE Meyer Tel No: (021) 467 2105

POST 32/242 : **DIRECTOR: WEST COAST DISTRICT REF NO: 128**
District: West Coast Education District Office

SALARY : R1 216 824 per annum (Level 13), an all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

CENTRE REQUIREMENTS : Paarl
: An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 6 years' experience at a middle/senior managerial level within an educational environment. Successful completion of the Certificate for entry into the Senior Management Service (SMS) submitted prior to appointment. Valid driver's license. Additional Requirements: Proven relevant management experience in an education environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation as related to the Key Performance Areas applicable to districts. Proven excellence in management of district support and/or school management.

DUTIES : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers Management and governance Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists. Develop, implement, and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS). Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management. Travel extensively within the district to visit schools.

ENQUIRIES : Ms H Van Ster Tel No: (021) 467 2089