

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

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

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

OTHER POSTS

POST 22/127 : **DEPUTY DIRECTOR (HOSPITAL SECRETARY)**
(Eden District)

SALARY : Remuneration Package: R344 052 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Senior (or equivalent) Certificate. Extensive and appropriate experience in public administration including Financial Administration, Supply Chain Management, Human Resource Management, Labour Relations. Full Computer Literacy (Word, Excel, Power Point, GroupWise). Appropriate managerial and supervisory experience. The following will serve as recommendations: Sound knowledge of all applicable regulations and directives. Good accounting skills. Good organising skills. People management and negotiating skills. Ability and willingness to work overtime. Ability to work under pressure, meet deadlines and solve complex problems.

DUTIES : Management of line functions and support to Senior Medical Superintendent and Department heads. Responsible for effective and efficient financial management e.g. establishing of budgetary needs, expenditure and income monitoring and control of Supply Chain Management Section (Basic Accounting System(BAS) and Payments) and Managing Hospital Fees Section. Management of Food services to ensure compliance with food services standards and Policies. Strategic Management of Support Services, management of Transport and Security. Strategic management of Hospital workshop and maintenance section. Ensure correct application and development of Human Resource Management Policies and Practices and Management of Labour Relations.

ENQUIRIES : Dr PA Rüschenbaum, tel.no. (044) 203-7201

APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

CLOSING DATE : 19 June 2009

POST 22/128 : **PRINCIPAL PHARMACIST**
(Chief Directorate: Regional Hospitals, Mental Health Services and Emergency Medical Services)

SALARY : R174 243 per annum plus a non-pensionable scarce skills allowance of 15% of basic annual salary.

CENTRE : Alexandra Hospital, Maitland

REQUIREMENTS : Registration with the South African Pharmacy Council as Pharmacist plus appropriate experience. The following will serve as recommendations: Good communication and interpersonal skills. Good computer skills (MS Word, Excel and PowerPoint). Previous experience working in a Provincial Hospital or similar state facility. Knowledge of treatment guidelines applicable to Provincial Administration Western Cape. Good management skills. Willingness to do after hour callouts. The ability to communicate in two of the three official languages of the Western Cape. The ability and willingness to supervise staff. Knowledge of and ability to comply with applicable legislations. The ability to function within a team environment. The ability to work accurately under pressure and maintain a high standard of Professionalism.

DUTIES : Ensure quality of provision of pharmaceutical care to patients, by implementing and monitoring work procedures, policies, guidelines, prescription evaluations, dispensing of medication and the provision of information to ensure patient compliance and therapeutic success. Co-ordination and control of the manufacturing, compounding and packaging of pharmaceutical products. Overall responsibilities and accountability for drug supply management to ensure the safe and reliable procurement, safekeeping, storage, control and distribution of quality pharmaceuticals. Monitoring and advising on Pharmaceutical expenditure, implementation and evaluation of budgetary control measures and promotion of

rational drug use. Professional advisory service, including the training, education and development of pharmacy staff and other health workers and promotion of public health. Report to Hospital Manager in respect of pharmacy matters. General control / management and assessment of staff. Participate in research by co-operating with other professionals to ensure the quality of care of patients. Perform managerial functions as required.

ENQUIRIES : Mr C Barnardo, tel.no. (021) 503-5009
APPLICATIONS : The Chief Director: Regional Hospitals, Mental Health Services and Emergency Medical Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 26 June 2009

POST 22/129 : **CHIEF RADIOGRAPHER (ULTRASONOGRAPHER)**
 Overberg District (The incumbent will be stationed at Hermanus Hospital)

SALARY : R145 920 per annum plus a non-pensionable scarce skills allowance of 10% and a non-pensionable rural allowance of 12% of annual basic salary.

CENTRE : Overberg District Office, Caledon
REQUIREMENTS : Registration with the Health Professions Council of South Africa as a Sonographer plus appropriate experience. Inherent requirement: Valid driver's licence. Competencies (Knowledge/skills): Basic management skills. Computer literacy (MS Office: MS Word, Excel, PowerPoint) as well as Internet and Groupwise. Note: Candidates who do not meet the minimum educational requirement but are in possession of a National Diploma (Diagnostic Radiography) with certificates in Abdominal and Gynaecological Ultrasound may also apply as they will be considered.

DUTIES : (Key result areas/outputs): Manage and coordinate the Ultrasonogra-fic Service in the Overberg District. Mentoring and supervision of Radiographers in the Overberg District. Co-ordinate all trainings in district pertaining to Ultra Sound Services. Responsible for strategic planning for Ultra Sound services of the district. Ensure enhancement and integration of Basic Ante-natal Care (BANC) programme. Assist in the programme of Termination of Pregnancy. Render a continuous clinical service and work with patients. Perform as part of the multi disciplinary team.

ENQUIRIES : Ms S Neethling, tel. no. (023) 348-8133.
APPLICATIONS : The District Director: Overberg District, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms H Peach
CLOSING DATE : 19 June 2009

PROVINCIAL TREASURY

In line with the Employment Equity Plan of the Western Cape: Provincial Treasury it is the intention to achieve equity in the workplace by giving preference to applicants from designated groups.

APPLICATIONS : Applications must be submitted to: The Human Resource Practitioner: Recruitment and Selection, Private Bag X9165, Cape Town 8000 or hand delivered to: 4 Dorp Street, Tower Block, 2nd Floor, Room 2-11.

FOR ATTENTION : Mr B Damons
CLOSING DATE : 12 June 2009

NOTE : It will be expected from the selected candidates to be available for interviews on a date, time, and place as determined by the Provincial Treasury. Applicants may be subjected to competence assessment testing. Only applications submitted on a duly completed Z83 form (available from any Public Service Department or on Website address www.Capegateway.gov.za) with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet or curriculum vitae), certified copies of identity document and qualifications and the names of three referees, which will not be returned shall be considered and those without, shall be disqualified. Section B of the form is compulsory. Applications sent via fax or e-mail will not be accepted. The Provincial Treasury will only communicate with short listed candidates who have been selected for interviews and reserve the right not to make an appointment. As directed by the Department of public Service & Administration, applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment.

OTHER POSTS

POST 22/130 : **ECONOMIST (PROVINCIAL GOVERNMENT) REF NO: WCPT 12/01/09**
 Chief Directorate Public Policy Services
 Directorate Budget Management Provincial Government

SALARY : R407 745 per annum, Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town
REQUIREMENTS : Minimum qualifications personal attributes and required skills: Master degree in Economics, Public Policy or related fields with: good organising, coordinating and planning skills; good communication skills (verbal, writing and editing); proven macro and socio-economic knowledge base; proven knowledge of Government finances and procedures; high levels analytical, research and negotiation skills; computer literate; visionary and provide strategic leadership; dynamic and energetic self starter; innovative and swift decision maker; adaptable and be able to work under pressure; and be able to meet tight deadlines. Additional requirements: Relevant budget management experience would be to the advantage of applicants.

DUTIES : Research, analyses and informing on socio economic indicators at Provincial government level and their relation to the Provincial Growth and Development Plan, iKapa. Furthermore this position informs on provincial priorities and recommending financial resource allocation, which effectively contributes to, accelerated and shared economic growth in the Province and lastly reviews the efficacy of departmental spending and performance. This position is located in a unit within the Western Cape Provincial Treasury responsible for drafting the annual publication of the Provincial Economic Review and Outlook (PERO), Bi-Annual Economic Reviews, Medium Term Budget Policy Statements and the Budget Overview

ENQUIRIES : Mr P Pienaar ☎ (021) 483-5618.

POST 22/131 : **ECONOMIST (LOCAL GOVERNMENT) REF NO: WCPT 12/02/09**
Chief Directorate Public Policy Services
Directorate Budget Management Local Government

SALARY : R407 745 per annum, Including basic salary, state's contribution to the Government Employee Pension Fund and a flexible portion. The flexible portion of the package can be structured according to the individual's personal needs.

CENTRE : Cape Town
REQUIREMENTS : Minimum qualifications personal attributes and required skills: Master degree in Economics, Public Policy or related fields with: good organising, coordinating and planning skills; good communication skills (verbal, writing and editing); proven macro and socio-economic knowledge base; proven knowledge of Government finances and procedures; high levels analytical, research and negotiation skills; computer literate; visionary and provide strategic leadership; dynamic and energetic self starter; innovative and swift decision maker; adaptable and be able to work under pressure; and be able to meet tight deadlines.

DUTIES : This position provides guidance and oversight on the local government budget process and is tasked with researching, analysing and informing on the socio economic indicators at local government level, the relation of these indicators to municipal Integrated Development Plans and Spatial Development Frameworks and assesses local government budget implementation against the planned performance for efficiency and effectiveness of service delivery. Responsibilities furthermore include: assisting with identifying the sources, potential and constraints for enhanced economic growth and development and lastly develops assessment frameworks and tools to examine the degree to which municipal budgets respond to the socio-economic realities. This position is located in a unit that coordinates the Local Government MTEC processes and is responsible for the publication of annual Socio-economic profiles for Local Government.

ENQUIRIES : Mr A Phillips ☎ (021) 483-4022.