

**PROVINCIAL GOVERNMENT: 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. Shortlisted candidates with disabilities are to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation.

MANAGEMENT ECHELON

POST 03/94 : **HEAD: CLINICAL UNIT (PRINCIPAL SPECIALIST: OBSTETRICS AND GYNAECOLOGY)**

SALARY : Remuneration package: R 892 287 per annum (a portion of the package can be structured according to the individual's personal needs)

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist Gynaecologist and Obstetrician in the subspecialty of Gynaecological Oncology. Registration as a subspecialist Gynaecological Oncologist. Experience in specialised tertiary Gynaecological Oncology patient care including advanced surgery. Registration with a professional Council: Registration with the HPCSA as a Specialist Gynaecologist and Obstetrician in the subspecialty of Gynaecological Oncology. Experience: A minimum of 7 years appropriate experience as Medical Specialist after registration with the HPCSA as a Specialist Gynaecologist and Obstetrician. Competencies: Knowledge/skills: Proven record of strong leadership abilities. Proven ability to conduct and supervise research activities. Adequate managerial skills. Good communication as well as analytical and problem solving skills. Appropriate experience in supervision and training of staff and students at under-graduate and post-graduate levels including Gynaecological Oncology. Research and publications in peer reviewed scientific journals. Skilled in specialised tertiary Gynaecological patient care including advanced surgery. Computer literacy. Ability to work in a team. Ability to work overtime. Community involvement. Experience as an examiner at under-graduate and post-graduate level. Recommendation: Doctoral degree or currently studying towards a doctoral degree.

DUTIES : Key result areas/outputs: Assist with and assume responsibility for the effective administration of a Clinical/Academic Department. Provide effective and efficient patient care at specialist and sub-specialist level. Participate and guide academic activities at under-graduate and post-graduate level. Participate in research activities. Provide guidance and supervision to junior colleagues and registrars. Participate in outreach activities to lower levels of care.

ENQUIRIES : Prof TF Kruger tel. no. (021) 938-4431

APPLICATIONS : The Director: Human Resource Management, Department of Health, PO Box 2060, Cape Town, 8000

FOR ATTENTION : Ms C Versfeld

CLOSING DATE : 12 February 2010

OTHER POST

POST 03/95 : **MEDICAL SPECIALIST: INTERNAL MEDICINE GRADE 1 TO 3**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R491 892 per annum
Grade 2: R554 109 per annum
Grade 3: R624 198 per annum (A portion of the package can be structured according to the individual's personal needs). Commuted overtime is payable.

CENTRE : Victoria Hospital, Wynberg

REQUIREMENTS : Applicants must be registered with the Health Professions Council of South Africa and CMSA as a Specialist in Internal Medicine or in the process of being registered within 3 months of the placement of this advert. Registration with a

professional council: Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist or registrable for the grade 1 within 3 months. Experience: Grade 2: A minimum of 5 years' appropriate experience after registration with the HPCSA as a Medical Specialist. Grade 3: A minimum of 10 years' appropriate experience after registration with the HPCSA as a Medical Specialist. Grade 1 to 3: Appropriate experience of managing medical conditions (inpatients/ outpatients and high care /intensive care conditions) presenting at a Regional (level 2) level. Inherent requirements of the job: Sound clinical skills and experience in the broad range of specialist internal medicine problems appropriate to a level 2 specialist referral unit. Willingness to render an after hour service in accordance with the commuted overtime contract. Willingness to be active in the outreach program in the Southern Sub-District. Competencies (knowledge/skills): Competence with insertion of central lines and the use of thrombolytics. Competence with practical procedures relating to IPPV and any other skills e.g. endoscopy, bronchoscopy and Echo/US will be considered valuable. The ability to communicate in at least two of the three official languages of the Western Cape. Sound clinical skills in the broad range of specialist internal medicine problems appropriate to a level 2 specialist referral unit. Knowledge and experience of working within local cost restrained environment. Strong personnel management and communication skills and the ability to function as a co-operative part of a multi-disciplinary team.

- DUTIES** : Key result areas/outputs: Supervise the inpatient care delivered by Registrars and Interns admitted to the Department of Medicine. Provide a consultation service to patients under the care of the other Departments on request. Manage patients in the High Care Unit when required. Actively involved in all MOPD clinics weekly. Outreach functions to Southern Sub-district. To be actively involved in all the teaching of under- and post-graduate students from UCT Department of Medicine. Actively involved in the academic proceedings of the Hospital and Department. To be available on a rostered basis for after hour callout as needed and to conduct post-intake ward rounds on the weekends.
- ENQUIRIES** : Dr D Stokes, tel. no. (021) 799-1120/1201
- APPLICATIONS** : The Chief Director: Metro District Health Services, 8 Riebeek Street, 2nd Floor, Southern Life Building, Cape Town, 8000.
- FOR ATTENTION** : Mr A Oor
- CLOSING DATE** : 5 February 2010

DEPARTMENT OF THE PREMIER

In accordance with the Employment Equity plan of the Department of the Premier, it is the intention to achieve equity in the workplace with the filling of these posts through the promotion of equal opportunities and fair employment.

- APPLICATIONS** : Ayanda Mbanga Response Management, PO Box 833, Greenpoint, 8051 or hand delivered to PGWC Response Management Job Application Box, 4 Dorp Street, Foyer Entrance, Ground Floor, Cape Town (for attention Ms J Johnstone). Please note that hand delivered applications must be placed in a sealed envelope for the attention of Ayanda Mbanga Response Management. Registered mail must not be sent to the hand delivery address.
- CLOSING DATE** : 15 February 2010
- NOTE** : Applications must be completed on form Z83 (obtainable from any government department), accompanied by a comprehensive CV, certified copies of qualifications and ID. Appointment is subject to the undergoing of a competency test and security clearance. Appointments are subject to personnel suitability checks as prescribed by DPSA. Short-listed candidates must be available for interviews and testing at date and time determined by the Department. The Department of the Premier is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Disabled persons are encouraged to apply. No late applications will be accepted or considered. A separate application form must be completed if applying for more than one post. The reference number and full name of the post must be indicated clearly on the application form. If you have not received a response from this Department within three months after the closing date, consider your application as unsuccessful.

MANAGEMENT ECHELON

- POST 03/96** : **DIRECTOR: DGITO: EDUCATION, CULTURAL AFFAIRS AND SPORT POST 1 REF NO: PREM/SMS 001-10**

DIRECTOR: DGITO: HEATH AND SOCIAL DEVELOPMENT POST 2 REF NO: PREM/SMS 002-10

Branch: Centre for E-Innovation

Chief Directorate: GITO Management Services

- SALARY** : R615 633 per annum (all inclusive salary package) Level 13
CENTRE : Cape Town
REQUIREMENTS : An appropriate, recognised 3-year degree/diploma (or equivalent NQF aligned qualification) with extensive, appropriate management experience in an IT enabled environment. Competency Profile: Expert knowledge of information and communication technologies (ICT) as enabling tools for development / ICT training, systems and security / infrastructure and networks / business and systems analysis / architecture and frameworks • Knowledge of modern systems of governance and administration • Knowledge of the latest advances in public management theory and practice • Knowledge of the policies of the government of the day • Knowledge of global, regional and local political, economic and social affairs impacting on the Provincial Government of the Western Cape • Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector • Knowledge of inter-governmental relations • Knowledge of communication, public participation and public education • Knowledge of human resource and financial management processes. Skills: A high level in-house advisory skills and the ability to render advice and guidance in an objective yet dedicated manner • Strong interpretive and formulation skills • Good leadership skills with specific reference to the ability to display thought leadership in complex applications, to handle conflict and to lead and direct teams of professionals and service providers • Team building and strong interpersonal skills and excellent communication skills as well as the ability to persuade and influence • Outstanding planning, organising and people management skills • Expert computer literacy skills • A highly developed interpretive and conceptualisation / formulation ability • The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances.
- DUTIES** : Providing inputs to the development of provincial e-government and ICT policy and strategy • Promoting effective management of information and technology as a strategic resource • Manage the Departmental GITO Council(s) • Managing relevant enterprise information and technical architectures for each Department in alignment with provincial strategies and architecture • Developing and maintaining departmental master systems plans • Implementing e-Government / ICT strategies • Planning and managing the implementation of solutions, systems and infrastructure within department(s) • Ensuring proper certification of planned ICT solutions • Managing departmental contracts and service level agreements • Managing the Directorate's strategic and business planning processes • Managing the Directorate's human, financial, physical information and statutory resources.
- ENQUIRIES** : Mr A de Freitas, Tel.no: 021 483 5887

OTHER POSTS

- POST 03/97** : **SERVICES MANAGER: DGITO: EDUCATION, CULTURAL AFFAIRS AND SPORT POST 1 REF NO: PREM/CEI 001-10**
SERVICES MANAGER: DGITO: HEATH AND SOCIAL DEVELOPMENT POST 2 REF NO: PREM/CEI 002-10
Chief Directorate: GITO Management Services

- SALARY** : R378 456 per annum (all inclusive salary package) Level 11
CENTRE : Cape Town
REQUIREMENTS : An appropriate, recognised 3-year degree/diploma (or equivalent NQF aligned qualification and training and/or applicable courses) plus at least 5 years' management experience in an ICT environment • A valid Code 08 driver's licence A willingness to travel • The willingness to work outside of normal hours according to service delivery needs. Competency Profile: Line, strategic, Human Resources, Financial and Project Management • Strong planning and organising skills • A strong ICT background specifically in the Public Sector areas • Supervisory skills • The ICT infrastructure, security and policies • Decision making, problem and conflict solving abilities • Policy and strategy formulation and development.

DUTIES

: Managing a team of professionals and service providers, directly or indirectly, that have to perform and deliver services in accordance with the approved requirements and prioritised needs relating to client services such as: quality control, ensuring that expenditures remain within budget, capacity management and planning to meet business demands • Liaising with client departments • Managing the following client services: Decision Support Systems, Help-Desk and Change Management, Business and Systems Analysis, WEB Support, Desktop Applications, ICT User Training, ICT Advisory Services, ICT/MSP, Business Continuity Planning • Providing inputs regarding the development and planning of provincial ICT policy and strategy • Acting as e-Government champion and co-ordinating all aspects of e-Government service delivery and operational support • Developing and managing appropriate departmental service level agreements and contracts • Provide inputs into the budget and fiscal process • Participating in the Chief Directorate's and own component's strategic planning process • Continuous performance evaluation as per pre-determined standards and objectives • Regular reporting on component activities • Monitoring and ensuring compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the component • Participating in the recruitment plan and staff processes • Motivating, training and guiding staff within the component, to achieve and maintain excellence in service delivery • Managing, evaluating and rewarding staff performance • Involvement in human resource plan, service delivery improvement programme and information resources plan • Promoting component discipline and sound labour relations • Participating in the budget process at Chief Directorate and component level • Preparing the Annual and Adjustment Budgets for the component • Direct responsibility for the efficient, economic and effective control and management of the component's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the component • Reporting to the Sub-programme Manager on all aspects of the component's finances • Responsibility for the management, maintenance and safekeeping of the component's assets • Ensuring that full and proper records of the financial affairs of the component are kept in accordance with any prescribed norms and standards.

ENQUIRIES

: Ms EO De Bruyn, Tel.no: 021 483 483-3816