

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY, WESTERN CAPE**

Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.

<u>APPLICATIONS</u>	:	To apply submit your application online via www.westerncape.gov.za/jobs
<u>CLOSING DATE</u>	:	18 April 2017 @ 16:00
<u>NOTE</u>	:	In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via www.westerncape.gov.za/jobs Only applications submitted online will be accepted. 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.

MANAGEMENT ECHELON

<u>POST 14/88</u>	:	<u>DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: CS 2017-10</u>
<u>SALARY</u>	:	All-inclusive salary package of R898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<u>CENTRE REQUIREMENTS</u>	:	Department of Community Safety, Western Cape A 3-year degree on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid driver's license. Competencies: Knowledge: Government planning cycle. Community policing. Volunteerism. Skills: Advance Project Management. Communication. Computer Literacy. Report Writing. Attributes: Initiative and willingness. Innovation. Willingness to work diligently. Computer literacy. Coordination. Report Writing.
<u>DUTIES</u>	:	Strategic sub-programme leadership. Provision of input into the business and strategic plan of the Department. Efficient management of the sub-programme budget in order to achieve the objectives of the department. Project Management. Manage departmental initiated programmes so as to ensure stakeholder buy-in. Staff advisory support. Guide and develop staff members. Perform performance management and alignment of functions to the departments predetermined objectives. Provide management support on strategic matters. Provision of guidance to executive management in order to ensure proactive engagement on various matters at executive level and matters relating to the public.
<u>ENQUIRIES</u>	:	Adv. Y Pillay Tel no: (021) 483 3338

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.

<u>NOTE</u>	:	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.
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OTHER POSTS

<u>POST 14/89</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE) 2 POSTS</u>
<u>SALARY</u>	:	R465 939 (PN-B3) 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. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year post basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and public holidays. After-hour/weekend cover for the nursing department and deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Experience as a scrub nurse. Knowledge of all acts, regulations and policies relating to operating theatres. Computer literacy (MS word, Excel, PowerPoint). Communication and presentation skills. Human resource management, cost containment, procurement principle and labour relations. Ability to plan and organise theatre environment to ensure quality care, IPC principles. Knowledge and skills in the monitoring and the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Provide guidance and leadership in operating theatre, planning and organising the theatre environment. Perform scrubbing duties. Implement and monitor policies, programmes, regulations, practices, procedures and standards. Attend meetings. Manage and utilise human and material resources in accordance with relevant directives and legislation. Maintain standards of care and meticulous documentation. Standby and overtime duties, participate in training, teaching and research. Render assistance with supporting theatre functions. Render support to the Assistant Manager Nursing.
<u>ENQUIRIES</u>	:	Mr A Mohamed, Tel no: (021) 404-2092
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>CLOSING DATE</u>	:	21 April 2017
<u>POST 14/90</u>	:	<u>CHIEF PHYSIOTHERAPIST GRADE 1</u> Chief Directorate: General Specialist and Emergency Services
<u>SALARY</u>	:	R385 899 per annum
<u>CENTRE</u>	:	Western Cape Rehabilitation Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience in Physiotherapy after registration with the HPCSA as Physiotherapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours, weekends and public holidays as required. Competencies (knowledge/skills): Knowledge and competency in Physiotherapy including the Provision of Mobility assistive devices, Comprehensive Service Plan, Western Cape Health Care Plan 2030 and Western Cape Position Paper on Rehabilitation. Strong leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Competency in Public Sector People Management, including Recruitment and selection, Performance management and Labour relations. Good presentation and public speaking skills. Strong computer literacy skills (i.e. Excel, PowerPoint, Word, Outlook). Note: No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: Comprehensive and operational management and leadership of an Inter-disciplinary team. Financial and asset management within resources and according to the prescripts of the Western Cape DoH. Comprehensive people Management and Development of staff in relevant and delegated section. Information management to promote service delivery policy development and implementation at WCRC. Liaise with internal (DOH) stakeholders (Metro East,-West and Rural) to improve continuity of care. Liaise with external stakeholders in respect of training, research and innovation in the field.

ENQUIRIES : Ms JY White, Tel no: (021) 370-2317
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms B Beukes
CLOSING DATE : 21 April 2017

POST 14/91 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: R317 271 (PN B1) per annum,
 Grade 2: R390 216 (PN B2) per annum

CENTRE : Mitchell's Plain District Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Experience: Grade 1: 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 Occupational Health and Safety Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after hours, overtime and weekends as required. Willingness to assist with after-hour hospital cover. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and understanding of Occupational Health and Safety Act; regulations and policies. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skills in conducting research/surveys and compiling comprehensive reports. Ability to facilitate and promote training. Computer literacy and data capturing (MS word, Outlook and PowerPoint). Ability to work independently and in a multi – disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : Key result areas/outputs: Develop OHS and Risk management programmes, guidelines, indicators, policies, procedures and improvement plans. Promote compliance, monitor and evaluate operational practices and techniques regarding clinical quality and Safety standards through conducting audits, surveillance and research, analyse data and manage established trends. Manage Staff health clinic and refer to appropriate level of care. Support quality assurance programmes: monitor adherence to OHS; IPC and Risk Management. National and Provincial policies and Core Standards. Assist with effective communicable disease outbreak prevention, management, report and feedback. Develop a training plan: facilitate relevant in-service training, induction and orientation with regard to OHS and Risk management. Support OHS committee for effective functioning. Plan and coordinate OHS meetings.

ENQUIRIES : Ms A Brown, Tel no: (021) 371-4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lenteguur or Private Bag X9, Mitchell's Plain, 7789.

FOR ATTENTION : Ms C Johnson
CLOSING DATE : 21 April 2017

POST 14/92 : **ARTISAN FOREMAN GRADE A**

SALARY : R249 540 per annum
CENTRE : Directorate: Engineering and Technical Support, (Bellville Mobile Workshop, Electrical Workshop)

REQUIREMENTS : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience working predominately in a medical build environment. Experience in management of a workshop or a team of technically staff. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel long distances. Willingness to work away from home for extended periods. A Valid Wireman's licence. Competencies (knowledge/skills): Good verbal and written communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Basic computer literacy in Excel, Word, and Internet Explorer (Internet). Basic knowledge of procurement and supply chain function principles and regulations (PFMA). Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Day to day planning, delegation and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Continuous self-development and development of staff to keep abreast with new technologies and procedures.

ENQUIRIES : Mr LS Semono, Tel no: (021) 918 1382
APPLICATIONS : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 21 April 2017

POST 14/93 : **ADMINISTRATION CLERK: SUPPORT (MEDICO LEGAL SERVICES)**

SALARY : R142 461 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate computer and typing experience (substantial proof must be attached). Appropriate office administration experience or secretarial experience. Appropriate experience in client care. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good planning, organisational and typing skills. Good interpersonal and communication skills. Ability to meet deadlines. Ability to take minutes and write reports. Computer literacy in (MS Word, Excel and Outlook). A legal background will be an added advantage. Note: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Deliver an effective and efficient administrative support and reception service. Effectively provide typing and computer service. Office management and liaise with external and internal clients. Create register, database management and electronic management of records. Request patient folders. Prepare documents for completion by medical staff. Follow up on the progress of client requests. Ensure timeous submission of statistical data, as well as collate and compile monthly report and statistical data.

ENQUIRIES : Ms R Kühn, Tel no: (021) 404 6488
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 28 April 2017

POST 14/94 : **FOOD SERVICE SUPERVISOR 3 POSTS**

SALARY : R119 154 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirement of the job: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills in at least two of the three official languages of the Western Cape. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale food preparation according to standard recipes. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

ENQUIRIES : Ms R Keyser, Tel no: (021) 938 4135
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Mr R McKenzie
CLOSING DATE : 28 April 2017

POST 14/95 : **FOOD SERVICE AID**

SALARY : R84 096 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (Key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

ENQUIRIES : Ms R Keyser, Tel no: (021) 938 4135
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505
FOR ATTENTION : Mr R Mckenzie
CLOSING DATE : 28 April 2017

POST 14/96 : **HOUSEHOLD AID 6 POSTS**
 Chief Directorate: Metro District Health Services

SALARY : R84 096 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Experience in ensuring a safe and hygienic clean environment in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays and night duty. Ability to do physical work and handle machines/apparatus. Willingness to relieve in other departments, change shifts (day and night duty), to work overtime as and when required. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official

languages of the Western Cape. Ability to accept accountability, responsibility and work independently. Undergo formal and informal identified in-service training programmes. Good interpersonal relations with supervisor, colleagues, public and patients. Ability to operate machines/equipment in a cost effective manner. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Cost effective utilisation of consumables/resources. Cleaning of wards. Ensure correct methods of handling and disposal of refuse/waste products. Assist with the serving of meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Daily counting of used linen and counting clean linen in the absence of Housekeeper.

ENQUIRIES : Ms I Adams, Tel no: (021) 918 1386
APPLICATIONS : The Senior Medical Superintendent: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 28 April 2017

POST 14/97 : **LINEN STORES ASSISTANT (LINEN BANK) 2 POSTS**
 Chief Directorate: Metro District Health Services

SALARY : R84 096 per annum
CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate hospital linen store experience. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): Basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to do physically hard work. Ability to stand for long hours. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Cleaning (i.e. mop, sweep, wash and scrub) of surfaces in the counting area and immediate environment as stated in the daily cleaning programme. Collect soiled linen from wards. Assist with sorting and counting of soiled linen. Conveying dirty and clean linen from Linen Bank to wards and from wards to counting area. Pack linen and stack in bags. Report defects and render a support service to supervisor. Use equipment/consumables and other in a cost effective manner.

ENQUIRIES : Ms Z Ndevu, Tel no: (021) 918 1335
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

FOR ATTENTION : Ms A Dyers
CLOSING DATE : 28 April 2017

POST 14/98 : **CLEANER**
 Chief Directorate: Metro District Health Services

SALARY : R78 066 per annum
CENTRE : Michael Mapongwana Community Health Centre
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment, e.g. polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Actively involved in infection control and occupational health and safety activities.

ENQUIRIES : Ms K Jacobs, Tel no: (021) 363-1080

APPLICATIONS : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital,
Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.
FOR ATTENTION : Ms Z Willie
CLOSING DATE : 21 April 2017

DEPARTMENT OF LOCAL GOVERNMENT

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MANAGEMENT ECHELON

POST 14/99 : **DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING REF NO: LG 4-2017**

SALARY : All-inclusive salary package of R898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE REQUIREMENTS : Department of Local Government, Western Cape
: Appropriate qualification as recognised by SAQA on NQF 7; 5 years' managerial experience. Recommendation: Post graduate qualification in Public Administration; Competencies: Knowledge of Municipal policies, legislation, guidelines, standards, procedures and best practices; Knowledge of Public Service procedures; Excellent interpretation of legislation skills; Excellent Organising and Coordinating skills; and Interpersonal skills.

DUTIES : Provide coordinated support to strengthen the capacity of Municipalities in the Western Cape; Provide support to Municipalities in the Western Cape with the implementation and compliance of Municipal Property Rates Act 6 of 2006; Provide municipal training initiatives to Municipalities in the Western Cape; Strategic Management; Human Resource Management; and Financial Management.

ENQUIRIES : Ms E Barnard Tel no: (021) 483 4647