

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

*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.*

**APPLICATIONS** : 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](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 24 April 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

**OTHER POSTS**

**POST 15/59** : **PROJECT MANAGER-(DEPUTY DIRECTOR: RURAL DEVELOPMENT) 2 POSTS REF NO: AGR 2017-21**

**SALARY** : All-inclusive salary package of R 612 822 per annum, Level 11  
**CENTRE** : Department of Agriculture, (Stellenbosch) Western Cape  
**REQUIREMENTS** : A completed appropriate recognised B-Degree as recognised by SAQA; Minimum of 3 years' management experience and 5 year's supervisory experience; A valid code B driver's licence. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management; Financial Management; People Management and Empowerment; Analytical ability, motivational ability, negotiation- and persuasion ability, ability to function on a conceptual level; Good understanding of the South African rural socio economic context; Good written and verbally proficient in at least two of the three official languages in the Western Cape; Advanced proficiency in MS Office (Word, Powerpoint, Excel); Must be willing to travel extensively.

**DUTIES** : Rural Development Coordination: To successfully coordinate the implementation of the national CRDP among stakeholders in the selected rural nodes in the Western Cape; Social Facilitation: Facilitate social cohesion and economic development in the selected rural development nodes in the Western Cape; Attain full compliance with financial and associated processes; Facilitate sound human resource practices.

**ENQUIRIES** : Ms A Xaba Tel no: (021) 808 5362

**POST 15/60** : **STATE VETERINARIAN: EXPORT CONTROL REF NO: AGR 2017-29**

**SALARY** : All-inclusive salary package of R 612 822 per annum, Level 11  
**CENTRE** : Department of Agriculture, (Stellenbosch) Western Cape  
**REQUIREMENTS** : B.V.Sc. or BVMCh degree (or equivalent qualification); Registration with the South African Veterinary Council as a veterinarian; A minimum of 3 years' appropriate experience; A valid code B driver's licence. COMPETENCIES: Working experience of the following: Ability to work independently and in a team; Ability to work accurately and precisely; Ability to work under stress; Good professional conduct; Computer literacy (MS Word, MS Excel, MS Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Monitoring of the procedures and processes at the abattoir to ensure compliance with national and international requirements for export; Certification of exports of meat, meat products and animal products; Implementation of remedial and control actions if export requirements are not met; Assessment of hygiene management systems at the abattoir; Record keeping and reporting of activities and export data as required; Participation in provincial meat safety programmes; Auditing of other export establishments in the province..

**ENQUIRIES** : Dr M Wolhuter Tel no: (021) 808 7606

<b><u>POST 15/61</u></b>	:	<b><u>SENIOR AGRICULTURAL ADVISOR REF NO AGR 2017-31</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Goodwood), Western Cape
<b><u>REQUIREMENTS</u></b>	:	BSc Agric degree or B Agric Management Honours (or equivalent qualification within agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body and can present proof; A minimum of 3 years' experience in agricultural extension; A valid code B driver's licence. RECOMMENDATION: Experience in agricultural management and agricultural production. Competencies: Working experience of the following: Ability to work independently and in a team; Ability to work accurately and precisely; Ability to work under stress; Good professional conduct; Computer literacy (MS Word, MS Excel, MS Outlook); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building and food security; Assist with research and demonstration trials; Provide information on markets; Facilitate workshops and planning sessions to determine needs and progress; Promote sustainable agricultural production systems; Write reports regarding; financial progress; Facilitate the development of organisational skills of the developing agricultural sector; •Facilitate relevant financial training as well as support to projects; Participate as a member of the project team by giving financial input for the compilation of business plans; General office administration; Conducting site visits to projects; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to Implementing Agencies and relevant Commodity Project Allocation Committees in the delivery and implementation of projects; Inputs to enterprise budgets and cash flow statements.
<b><u>ENQUIRIES</u></b>	:	Mr D Chitepo Tel no: (021) 808 5100
<b><u>POST 15/62</u></b>	:	<b><u>SENIOR AGRICULTURAL ADVISOR REF NO: AGR 2017-32</u></b>
<b><u>SALARY</u></b>	:	R311 784 per annum, Level 09
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Laingsburg), Western Cape
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4 year BSc Agric degree in Agricultural or equivalent qualification as recognised by SAQA; Registered with SACNASP or any other recognised professional body and can present proof; A minimum of 3 years' relevant experience; A valid code B driver's licence. Competencies: Knowledge of Livestock and Veld production principles at farm level; Knowledge of business plan and project development principles; Knowledge of project management practices; Excellent written and verbal communication and report writing skills; Sound organisational and leadership abilities; Computer literacy in Excel, Word, Power Point; Knowledge of production of small livestock and veld management in the specific area; Knowledge on drought management in the semi-arid region; Good written and verbal communication skills in Afrikaans and English; Good understanding of land reform programme; Sound organisational abilities
<b><u>DUTIES</u></b>	:	Responsible to advise in mainly small livestock and veld management principles to farmers; Responsible for Business Plan and project development as well as Project evaluation and monitoring; Responsible for Farm assessments and potential studies; Responsible for the management of developmental Projects; Responsible to promote sustainable production system; Responsible for training and development of farmers and colleagues.
<b><u>ENQUIRIES</u></b>	:	Mr F Mpona Tel no: (023) 415 3134
<b><u>POST 15/63</u></b>	:	<b><u>AGRICULTURAL ADVISOR, 2 POSTS REF NO: AGR 2017-33</u></b>
<b><u>SALARY</u></b>	:	R 262 272 per annum, Level 08
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Ladismith and Oudtshoorn), Western Cape
<b><u>REQUIREMENTS</u></b>	:	An appropriate 4 year B.Agric degree (or equivalent qualification in Agriculture); Registered with SACNASP or any other recognised professional body and can present proof; A valid Code B driver's licence COMPETENCIES: Knowledge of production of crops and/or livestock produced in the specific Area; Knowledge of business plan and project development and implementation; Knowledge of

extension methodology; Excellent written and verbal communication and report writing skills; Sound organisational and leadership abilities; Computer literacy in Excel, Word, Power Point; Knowledge of production of crops and/or livestock produced in the specific area; Good written and verbal communication skills in two of the official languages of the Western Cape; Sound understanding of land reform programme; Knowledge of practical research.

**DUTIES** : Render general agricultural advice to external clients to ensure sustainable development; Provide technical support on Government funded projects (such as CASP, PLAS etc.) and also assist with planning, advice and after care; Promote sustainable production of Agricultural products; Involvement in research activities under guidance of seniors; Perform administrative and related functions; Provide technical advice to farmers and using of technology platform to collect data.

**ENQUIRIES** : Mr W Burger Tel no: (044) 803 3747

**POST 15/64** : **AGRICULTURAL ECONOMIST: ENTERPRISE BUDGETS REF NO AGR 2017-18**

**SALARY** : R 262 272 per annum, Level 08

**CENTRE** : Department of Agriculture, (Stellenbosch), Western Cape

**REQUIREMENTS** : Completed NQF 8 qualification-Honours degree or equivalent qualification in Agricultural Economics/Management with Agricultural Economics and / or Economics, Finance, Financial management as major subjects; A valid code B driver's licence. RECOMMENDATION: Relevant work experience on enterprise budgets; Knowledge of economic and financial analytical techniques. COMPETENCIES: Knowledge of Western Cape Agricultural sector; Advanced computer literacy in MS Office (MS Word, MS Excel, MS Outlook, MS Power Point); Excellent communication (written and verbal skills) in at least two of the three official languages of the Western Cape; Negotiation and presentation skills; Excellent networking and report writing skills; Ability to draw enterprise budgets using excel spreadsheets.

**DUTIES** : Identification of needs for new enterprise budgets and for drawing up or facilitating the drawing up of these budgets and maintenance of a database of enterprise budgets ; Perform Agricultural Economic Studies, which include but not limited to viability studies, business plans, feasibility studies, cash flows and sensitivity analysis; Determining research priorities in conjunction with the Departmental Head; Identifying, developing and doing independent research in the field of production economics by making use of recognised scientific methods; Do ongoing literature reviews and remaining well-informed regarding local and international development in the field of production economics; Give advice to the top level management and communicate the research findings by means of technical and popular publications and presentations.

**ENQUIRIES** : Mr M Mjonono Tel no: (021) 808 5200

**POST 15/65** : **GIS OPERATOR 5 YEAR CONTRACT REF NO AGR 2017-20**

**SALARY** : R 171 069 per annum, Level 06

**CENTRE** : Department of Agriculture, (Moorreesburg), Western Cape

**REQUIREMENTS** : Grade 12 Certificate with Geography as a passed subject and a relevant ArcGIS training certificate/diploma on advanced level; 2 years' experience in GIS; A valid Code B driver's licence. COMPETENCIES: Knowledge of GIS application in agriculture. Identifying of different agricultural activities and commodities; Competence in the basics of ArcGIS data capturing, structuring and cleaning using ESRI products; Computer skills; GPS and surveying skills; Good communication skills with clients and farm labourers; Ability to travel to rural sites to do data capturing work independently in the field; Knowledge of the handling and care of survey equipment; Knowledge of topographical surveys, and organising labourers during surveys; Good Written and verbal communication skills in at least 2 of the official languages of the Western Cape; Good background in the drawing of maps; Computer literacy.

**DUTIES** : Liaise with governmental & non-governmental institutions to ensure compatibility and quality i.r.o data products; Capture GPS data on-site; Capture data to central database according to norms and standards; Process and interpret ad-hoc requests from clients for data maps.

**ENQUIRIES** : Mr J Smit Tel no: (022) 433 2330

<b><u>POST 15/66</u></b>	:	<b><u>AUXILIARY SERVICES OFFICER REF NO: AGR 2017-19</u></b>
<b><u>SALARY</u></b>	:	R119 154 per annum, Level 04.
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Oudtshoorn), Western Cape
<b><u>REQUIREMENTS</u></b>	:	Basic literacy and numeracy (Abet level 4 - Grade 10); A minimum of 2 years' experience in hatchery practices and/or Ostrich handling; A valid code B drivers' licence. Competencies: Knowledge of the following: Management of a hatchery, Management of Ostrich breeder flock and a hatchery, Maintenance of research equipment / facilities; Scientific methodologies; Excellent communication skills; Proven skills in the handling and candling of ostrich eggs; Experience with data collection of research projects; Accurate recording of data on paper; Observant and meticulous while working; Must work outside official hours, weekends as well as public holidays.
<b><u>DUTIES</u></b>	:	Support the execution of research projects; Maintenance of research resources; Management of human resources; Administration; Technology transfer; Work on weekends and public holidays.
<b><u>ENQUIRIES</u></b>	:	Dr Z Brand (044) 203 9406
<b><u>APPLICATIONS</u></b>	:	Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.
<b><u>FOR ATTENTION</u></b>	:	Theo/Sharon Steenkamp
<b><u>NOTE</u></b>	:	To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.
<b><u>POST 15/67</u></b>	:	<b><u>TRADESMAN AID REF NO: AGR 2017-17</u></b>
<b><u>SALARY</u></b>	:	R84 096 per annum, Level 02
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Stellenbosch), Western Cape
<b><u>REQUIREMENTS</u></b>	:	Basic Education and Training (literacy and numeracy ABET level 2); Two years' relevant experience. RECOMMENDATION: Valid code B driver's license will be an added advantage. COMPETENCIES: Competent in the use of tools and equipment and the maintenance of lighting; Communication skills; Team work; Self-management; Customer focus and responsiveness; Basic First Aid and be safety conscious
<b><u>DUTIES</u></b>	:	General electrical duties; Assist Artisan (Electrical) with electrical work; General Maintenance and cleaning.
<b><u>ENQUIRIES</u></b>	:	Mr A Warrington (021) 808 7789/083 641 0703
<b><u>APPLICATIONS</u></b>	:	Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.
<b><u>FOR ATTENTION</u></b>	:	Theo/Sharon Steenkamp
<b><u>NOTE</u></b>	:	To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.
<b><u>POST 15/68</u></b>	:	<b><u>GROUNDSMAN, 2 POSTS REF NO: AGR 2017-14</u></b>
<b><u>SALARY</u></b>	:	R84 096 per annum, Level 02
<b><u>CENTRE</u></b>	:	Department of Agriculture, (Stellenbosch), Western Cape
<b><u>REQUIREMENTS</u></b>	:	Basic Education (Abet Level 2). Competencies: Ability to work in a team and alone.

**DUTIES** : Cleaning of facilities; Disposal of waste facilities; Firefighting and prevention; Opening of springs and unblocking of drains; Loading and offloading; Cutting and pruning of lawns; Landscaping; Care for equipment e.g. cleaning, oiling, sharpening, etc.

**ENQUIRIES** : Mr W Van Zijl at (021) 808 7769  
**APPLICATIONS** : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

**FOR ATTENTION** : Theo/Sharon Steenkamp  
**NOTE** : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

**POST 15/69** : **FARM AID, POMOLOGY REF NO: AGR 2017-22**

**SALARY** : R84 096 per annum, Level 02  
**CENTRE** : Department of Agriculture, (Stellenbosch), Western Cape  
**REQUIREMENTS** : Basic Education (Abet Level 3). RECOMMENDATION: A valid code B Drivers licence; 2 years' experience in working with fruit. COMPETENCIES: Must be able to communicate in at least two of the official languages of the Western Cape.; Be able to work independently and in a team.

**DUTIES** : Perform routine activities in respect of crop production which includes irrigation of crops, soil cultivation and preparation, applying chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, and tending of crops; Perform general routine activities which includes cleaning facilities, disposal of farm waste material, provision of water supply for farm buildings, care for equipment, firefighting and prevention, opening of springs, troughs and unblocking of drains, loading/offloading etc.; Perform routine activities in respect of infrastructure maintenance e.g. maintaining and building roads, fences, pipelines, etc.

**ENQUIRIES** : Mr E Moller Tel no: (021) 808 5456  
**APPLICATIONS** : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.

**FOR ATTENTION** : Theo/Sharon Steenkamp  
**NOTE** : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

**POST 15/70** : **FARM AID, REF NO: AGR 2017-15**

**SALARY** : R 84 096 per annum, Level 02  
**CENTRE** : Department of Agriculture, (George), Western Cape  
**REQUIREMENTS** : Basic Education (Abet Level 3). RECOMMENDATION: A valid code B Drivers licence. Competencies: Ability to work well within a team; Ability to do physical work; Good communicating abilities; Ability to work well on his/her own; Be able to work independently and in a team.

**DUTIES** : Perform routine activities in respect of crop production which includes irrigation of crops, soil cultivation and preparation, applying chemical crop protection, reaping, grading, weighing, packing and storage of farm produce, and tending of crops; Perform general routine activities which includes cleaning facilities, disposal of farm waste material, provision of water supply for farm buildings, care for equipment, firefighting and prevention, opening of springs, troughs and unblocking

of drains, loading/offloading etc.; Perform routine activities in respect of infrastructure maintenance e.g. maintaining and building roads, fences, pipelines, etc.

- ENQUIRIES** : Mr H Gerber Tel no: (044) 803 3727/083642 7293
- APPLICATIONS** : Forward your manual application to, TIA BIZ (Pty) Ltd t/a Business Doctors, Postnet Suite no. 200, Private Bag X3, Bloubergrant, 7443 or hand-deliver to TIA BIZ (Pty) Ltd t/a Business Doctors, Shop 3 (Postnet), Parklands Lifestyle Centre, Parklands Main Road, Parklands.
- FOR ATTENTION** : Theo/Sharon Steenkamp
- NOTE** : To apply, you may submit an online or manual application. If you submit a manual application, please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

#### **DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

- APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 24 April 2017 @ 16:00
- NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

#### **OTHER POSTS**

- POST 15/71** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: ENVIRONMENTAL IMPACT MANAGEMENT SERVICES REF NO: EADP 2017-14**
- SALARY** : R 332 853 per annum (Level OSD).
- CENTRE** : Department of Environmental Affairs and Development Planning, George Western Cape
- REQUIREMENTS** : A Honours Degree or equivalent qualification in Natural or Environmental Sciences; A valid (code B) driver's license. RECOMMENDATIONS: Computer literacy (MS -Office suite); Relevant experience in the review of EIA applications, Relevant knowledge and experience of Integrated Environmental Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects, Knowledge of methodologies and techniques for environmental impact assessments, Knowledge of methodologies for the evaluation of environmental management plans, as well as environmental monitoring and auditing; Knowledge of the practical implementation of environmental policies, guidelines norms and standards, An in depth knowledge of environmental management systems, Knowledge of the practical implementation of environmental legislation, policies, norms and guidelines, Strong report writing skills as well as the ability to work with people, Sound interpersonal skills. COMPETENCIES: Knowledge of EIA process, Knowledge of Integrated Environmental Management; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province; Excellent report writing skills, Problem solving skills.
- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.
- ENQUIRIES** : Mr D Swanepoel Tel no: (044) 805 8602

**POST 15/72** : **PERSONAL ASSISTANT: SPATIAL PLANNING AND COASTAL IMPACT MANAGEMENT REF NO: EADP 2017-13**

**SALARY** : R 211 194 per annum (Level 7).  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape  
**REQUIREMENTS** : A completed Grade 12/Senior Certificate. A completed qualification in a Secretarial/Office Administration related field; A minimum of 3-5 years' appropriate experience in rendering a support service to senior management. RECOMMENDATIONS: Experience in meeting coordination and minute taking; Proven computer literacy in MS Office, Knowledge of financial administration, Sound interpersonal communication skills (verbal and written) in at least 2 of the 3 official languages of the Western Cape. COMPETENCIES: Knowledge of MS Office, Knowledge of Financial administration, Excellent communication and organisational skills, Excellent report writing skills; Language skills and the ability to communicate well at all levels, Good telephone etiquette, Self-Management and motivation.  
**DUTIES** : Provide a secretarial/reception support service to the Manager; Provide support to the manager during meetings; Administration of the Manager's budget and procurement; Analyse the relevant Public Service and departmental prescripts and policies and other documents and ensure that the application thereof is properly understood; Records Management.  
**ENQUIRIES** : Mr K Munro Tel no: (021) 483 4796

#### **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 15/73** : **PRIMARY HEALTH CARE MANAGER 2 POSTS**

**SALARY** : R 726 276 (Level 12) per annum (A portion of the package can be structured according to the individual's personal needs).  
**CENTRE** : Post A: Theewaterskloof Sub-district, Post B: Swellendam/Cape Agulhas Sub-district, (Overberg District)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate health related qualification (i.e. National Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge and understanding of the District Health System/and health implementation thereof. Basic knowledge and experience in office administration, financial and procurement administration. Note: No payment of any kind is required when applying for this post.  
**DUTIES** : Key result areas/outputs: Overall management of the PHC component of the sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with HIV/AIDS, STI, TB programmes and Community Based Health Services in the Sub-districts. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, management and community. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.  
**ENQUIRIES** : Post A: Dr MS Rambiyana, Tel no. (028) 212-1070, Post B: Dr JP Du Toit, Tel no: (028) 514 1142

**APPLICATIONS FOR ATTENTION CLOSING DATE** : The District Manager: Overberg District Office, Private Bag X07, George, 7230.  
 : Ms A Brits  
 : 28 April 2017

**POST 15/74** : **QUANTITY SURVEYOR PRODUCTION GRADE A TO C**  
 Directorate: Infrastructure Planning

**SALARY** : Grade A: R 512 244 per annum, Grade B: R 585 696 per annum, Grade C: R 666 657 per annum (A portion of the package can be structured according to the Individual's personal needs).

**CENTRE REQUIREMENTS** : Head Office, Cape Town  
 : Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration as Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP). Appointment Experience: 3 years post qualification experience. Recognition of prior Experience: Grade A: 0-2 to 12 years appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade B: 14 to 24 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Grade C: At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally nationally. Competencies: knowledge/skills: Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies. Understand how to prepare budgets, extract and interpret information from the Basic Accounting System (BAS) and related information systems. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Develop, interpreted and customise cost, functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows. Contribute towards the compilation of briefing documentation and specifications. Monitoring the implementation of Programs and projects of the implementing agent and the adherence to the Service level agreement including commissioning of buildings. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE** : Ms M van Leeuwen, Tel no: (021) 483 5084  
 : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
 : Ms C Dawood  
 : 28 April 2017

**POST 15/75** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**  
 Chief Directorate: Metro District Health Services

**SALARY CENTRE REQUIREMENTS** : R 465 939 (PN-B3) per annum  
 : Helderberg 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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2017). 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 1 year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after-hours, shifts, public holidays and weekends to manage hospital. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Basic computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to the nursing specialty within the public sector. Ability



to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making, conflict resolution and organisational skills. Ability to effectively communicate 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: Co-ordinate and render holistic and quality care in Emergency Centre, overnight ward. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human and financial resources. Assist and manage training, personal development and participate in nursing research. Monitor and submit statistics monthly.

**ENQUIRIES** : Ms K Ruiters, Tel no: (021) 850-4780  
**APPLICATIONS** : The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7129.

**FOR ATTENTION** : Ms B Klue  
**CLOSING DATE** : 28 April 2017

**POST 15/76** : **OPERATIONAL MANAGER NURSING (SPECIALTY: CRITICAL CARE)**  
 Chief Directorate: General Specialist and Emergency Services

**SALARY** : R 465 939 (PN-B3) per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as a 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 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, night duty, weekends and public holidays to manage hospital. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Maintain ethical standards and promote growth and self-development. Note: Shortlisted candidates may be subject to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Critical Care Unit, in conjunction with team members, within a professional and legal framework. Ensure quality patient care through the setting of standards, implementation and monitoring thereof. Provide effective support, leadership, direction and management of human, physical and financial resources. Assist and manage training, personal development and participation in nursing research. Manage and support education, in-service training, orientation and practice development initiatives in the area. Implement and comply with information management according to AOP and nursing standards.

**ENQUIRIES** : Mr CJ Smit, Tel no: (023) 348-1137  
**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Ms G Owies  
**CLOSING DATE** : 28 April 2017

**POST 15/77** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

**SALARY** : R 465 939 (PN-B3) per annum  
**CENTRE** : Beaufort West Community Day Centre, (Eden District Office)  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allow registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with

a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters, including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short/medium/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

**ENQUIRIES** : Ms A Jooste, Tel no: (023) 414-3590  
**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George 6530.  
**FOR ATTENTION** : Ms S Pienaar  
**CLOSING DATE** : 28 April 2017

**POST 15/78** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**  
 Directorate: Supply Chain Sourcing

**SALARY** : R311 784 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Relevant Procurement and or Health-related degree or diploma. Experience: Appropriate experience and understanding of medical equipment and consumables within a healthcare environment. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies: knowledge/skills: Sound management, report writing and analytical skills and ability to assimilate detailed information. Ability to work under pressure and pay attention to detail and meet deadlines. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills. Excellent written and verbal communication skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on: End-to-end management of the sourcing process, integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing, conduct market research per commodity and research new medical technology and best practices. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management. Note: No payment of any kind is required when applying for this post.

**ENQUIRIES** : Ms M Michaels, Tel no: (021) 483 0878  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 28 April 2017

**POST 15/79** : **CASE MANAGER**  
 (Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R 262 272 per annum  
**CENTRE** : Worcester Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: A health related qualification registerable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in Case

Management/Medical Aid Environment. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Basic knowledge of the Uniform Patient Fees Schedule Medical Aid Act 131 of 1998 (i.e. section on Prescribed Minimum Benefits), prescripts regarding RAF and hospital fees policies and procedures, as well as good knowledge of Medical Aid policies & procedures, ICD 10 Codes, EDI, managed health care standards and patient billing. Ability to work with Clinicom, Excel, Microsoft Word and Web Based Programmes (medical aids). Must have a complete and full understanding of nursing and medical matters with regard to treatment and hospitalisation required. Note: Note: A practical test may form part of the interview process. No payment of any kind is required when applying for this post. This post does not form part of any Occupational Specific Dispensation.

**DUTIES** : Key result areas/outputs: Assist with the management and implementation of Case Management policies, protocol and procedures in the hospital. Liaise with Medical Aid Schemes with regard to: authorisation, updates and optimal fund utilisation and provide quotation for procedures. Clinically audit accounts for proper discharge procedure followed and ensure that accounts reflect: correct ICD 10 codes, authorization numbers, services and procedures utilised. Assist Hospital Fees with the identification of prescribed minimum benefits. Compile statistical reports. Staff supervision and performance management.

**ENQUIRIES** : Ms GE Barnardt, Tel no: (023) 348-6458

**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Ms G Owies

**CLOSING DATE** : 05 May 2017

**POST 15/80** : **COMMUNICATIONS OFFICER**

**SALARY** : R262 272 per annum

**CENTRE** : Directorate: Communications, Stationed at Overberg Districts Office, Caledon

**REQUIREMENTS** : Minimum educational qualification: A formal qualification (Degree/Diploma) in Communication, Journalism, or Public Relations. Inheritance of the job: Valid driver's licence. Experience: Appropriate experience in the relevant field. Competences (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Good time management skills. Excellent writing and editing skills in English, Afrikaans and or Xhosa. Comprehensive media management experience. Sound knowledge of how the media works. Computer literacy (MS Word, Excel, PowerPoint, Internet, e-mail and Drupal, i.e. Adobe In-design, Photoshop etc). Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Implementation of communication plans, programmes and campaigns. Identification and utilisation of opportunities to enhance the reputation of Health. Western Cape among other external stakeholders, including the general public, the mass media, study groups, NGOs and CBOs, and international agencies. Brand management. Website Management (Drupal and Social Media Management). Project & Event Management. Internal Communications (Strategy and implementation).

**ENQUIRIES** : Ms E. Cupido, Tel no: (021) 483- 3563

**APPLICATIONS** : The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood

**CLOSING DATE** : 28 April 2017

**POST 15/81** : **ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)**  
Chief Directorate: General Specialist and Emergency Services

**SALARY** : Grade A: R 156 363 per annum, Grade B: R 184 185 per annum, Grade C: R 215 025 per annum

**CENTRE** : Worcester Regional Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate trade test certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and overtime when needed. Must be physically able to perform the duties required. Skilled in drawing and design, as well as use of machinery applied to the carpentry

trade. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Knowledge of drawing, design manufacture and installation, as well as read and follows instruction manuals and written procedures. Ability to work independently and as part of a team. Note: Shortlisting candidates will be subject to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Operational management of maintenance and repair of installations. Installations, alterations and planning thereof. Asset and Human resource management. Management and administrative duties. Training and development of personnel.

**ENQUIRIES** : Mr E Westenberg, Tel no: 082 3742708  
**APPLICATIONS** : Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.  
**FOR ATTENTION** : Ms H Swart  
**CLOSING DATE** : 05 May 2017

**POST 15/82** : **ADMINISTRATION CLERK: WARDS**

**SALARY** : R 142 461 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a hospital environment. Inherent requirements of the job: Willingness to work in health environment where infectious diseases are treated. Willingness to work shifts on day/night duty, weekends and public holidays. Willingness to rotate in different departments within the Nursing Component. Competencies: knowledge/skills: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Computer literacy (MS Excel and MS Word) (Please attach certified copies of training). Arithmetical and report writing abilities. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Professional, confidential, effective and efficient patient administration. Contribute to effective patient admission system by performing Clinicom, revenue generation, bed management and booking of patient transport functions. Order, monitor and control of stock and equipment, manually as well as electronic processing on LOGIS. Professional and loyal conduct and relations with all stakeholders and support of Nurse Management and additional relief of colleagues. Information management.

**ENQUIRIES** : Ms A Hamman, Tel no: (021) 860- 2696  
**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620  
**FOR ATTENTION** : Mr RM Petersen  
**CLOSING DATE** : 05 May 2017

**POST 15/83** : **ADMINISTRATION CLERK: ADMISSIONS**  
 Chief Directorate: General Specialist and Emergency Services

**SALARY** : R142 461 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior (or equivalent) certificate. Must be prepared to work 12 hour shifts, including Public Holidays, weekends and nightshift. Experience: Appropriate Medical Records experience in a hospital environment. Competencies knowledge/skills: Knowledge of Medical Records registry and archiving procedures. Knowledge and practical experience of Clinicom. Proficiency in at least two of the three official languages of the Western Cape. Ability to keep all information confidential in accurate numerical or alphabetical filing system while having the ability to work alone under pressure as well as in a team with minimum supervision. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Render an effective and efficient Medical Records service accurately and timeously file all patient folders/documents/X-Rays daily. Timeously retrieve folders/documents/X-Rays as requested. Maintain an effective filing system. Maintain and repair damaged folders / X-Ray envelopes. Responsible for effectively destroying folders according to prescribed policies. Responsible for effective administration duties within the Medical Records section such as handling both telephonic and personal enquiries, following up on D.O.A. and unknown patients' identity, (exclude birth and death register)

**ENQUIRIES** : Mr M Ramsay, Tel no: (021) 860-2590

**APPLICATIONS** : Cornelissen the Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620  
**FOR ATTENTION** : Mr KN Cornelissen  
**CLOSING DATE** : 05 May 2017

**POST 15/84** : **STERILISATION OPERATOR: SUPERVISOR (CSSD AND GAS)**

**SALARY** : R142 461 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC/Grade 9 (Std 7)). Experience: Appropriate experience and knowledge of CSSD/Gas or a relevant field. Inherent requirement of the job: Ability and willingness to work shifts, including weekends and public holidays, as requested. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, decision making and problem solving skills. Ability to manage others and to work in a co-operative way within a team context. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a computer test.

**DUTIES** : Key result areas/outputs: Effectively supervise and manage CSSD/Gas staff, (i.e. responsible for planning duty rosters, daily tasks, annual leave, performance evaluation, in-service training and assist in discipline and grievance handling). Quality assurance by means of effective infection prevention, control and risk management, implement relevant policies, protocols and procedures and ensure maintenance of a clean, safe and hygienic environment at all times. Stock control, which includes management, order, control of equipment, supplies, up-to-date inventory and loss control of equipment and theatre linen. Cost effective use of consumables. Develop and implement basic standard operating procedures. Assist with planning, organisation and monitoring of all activities within the CSSD/Gas. Liaise with internal and external stakeholders, including, surrounding Community Health Centres and Clinics.

**ENQUIRIES** : Mr S Lees Tel no: (021) 404-4049  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

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

**POST 15/85** : **HOUSEKEEPING SUPERVISOR**

**SALARY** : R119 154 per annum  
**CENTRE** : Caledon Hospital, Theewaterskloof Sub-district, (Overberg District)  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). EXPERIENCE: Appropriate cleaner/housekeeping service experience in a health environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and in other departments. Competencies: knowledge/skills: Ability to read, speak and write in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Knowledge of Staff Performance Management System. Ability to perform routine structured tasks. Ability to operate machines/equipment in a cost effective manner. Willingness to undergo formal/informal in-service training and to train sub-ordinates. Knowledge of the principles of asepsis to prevent infection, infestation and cross infection. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Maintain a high standard of cleanliness and hygiene within the hospital. Supervise the provision of meals and beverages to patients. Responsible for effective communication, overall control and organising of housekeeping tasks in a Health Facility. Handle and remove domestic and medical waste. Control and issue linen stock as required.

**ENQUIRIES** : Ms N Fudu Tel no: (028) 212-1070  
**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**CLOSING DATE** : 05 May 2017

**POST 15/86** : **HOUSEKEEPING SUPERVISOR**

**SALARY** : R119 154 per annum  
**CENTRE** : Clanwilliam Hospital (West Coast District)

**REQUIREMENTS** : Minimum educational qualification: General Educational and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in Supervising of services in a Health / Hospital environment. Inherent requirements of the job: Prepared to work shifts, including weekends and public holidays. Provide relief according to the needs of the service. Competencies knowledge/skills: Knowledge of the Disciplinary Code of Conduct. Proficiency in at least two of the three official languages of the Western Cape (verbal and written). Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Responsible for overall control, organise, perform and co-ordinate task related to linen and hygiene services. Ensure effective ordering, control and use of stock and equipment. Organize and support effective functioning of the CSSD (Central Sterilization Unit). Ensure a safe environment. Co-ordinate the provision of effective training, appropriate to service delivery. Ensure compilation of reports and record-keeping.

**ENQUIRIES** : Ms T J Fredericks, Tel no: (027) 482 2166

**APPLICATIONS** : The Medical Services: Clanwilliam Hospital, Private Bag X113, Clanwilliam, 8135.

**FOR ATTENTION** : Ms R van den Berg.

**CLOSING DATE** : 05 May 2017

**POST 15/87** : **LABORATORY ASSISTANT (GENERAL)**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R119 154 per annum

**CENTRE** : Forensic Pathology Services, University of Cape Town/Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent). Experience: Appropriate experience in a pathology laboratory and/or pathology mortuary. Inherent requirements of the job: A valid driver's (code B/EB) licence. Competencies: knowledge/skills: Fluency in at least two of the three official languages of the Western Cape. Above average proven computer and software literacy. The ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good interpersonal relations. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Perform routine cleaning services in the Histology laboratory, including glassware, work surfaces, and other laboratory duties. Responsible for the handling of medico-legal histology specimen/delivery of other specimens to respective laboratories. Handling of laboratory hazardous waste/disposal. Perform administrative and driving duties, and assist with moving of equipment/furniture. Ability to understand and apply the correct Standard Operating Procedures.

**ENQUIRIES** : Ms M Perrins, Tel no: (021) 447-1496/7

**APPLICATIONS** : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

**FOR ATTENTION** : Mr B Wepener

**CLOSING DATE** : 05 May 2017

**POST 15/88** : **TELECOM OPERATOR**

**SALARY** : R 119 154 per annum

**CENTRE** : Hermanus Hospital, (Overberg District)

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) or Grade 9 (Std. 7). Experience: Appropriate experience in operating an electronic switchboard. Competencies (knowledge/skills): The ability to operate switchboard and intercom equipment. Technical competencies. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : key result areas/outputs: Effective telecommunication and support service to the institution. Handle all internal and external calls and general enquiries. Make announcements over the Public Address System. Print and distribute monthly telephone accounts and control payments. Effectively and efficiently assist patients and visitors. Provide clerical and administrative support to the supervisor.

**ENQUIRIES** : Ms C Langley, Tel no: (028) 313-5200

**APPLICATIONS** : The District Manager: Overberg District Office, Private Bag X07, George, 7230.

**FOR ATTENTION** : Ms A Brits

**CLOSING DATE** : 05 May 2017

**POST 15/89** : **PLASTER OF PARIS ASSISTANT**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R119 154 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9/Std 7. Experience: Appropriate experience in the application and removal of plaster of paris. Inherent requirements of the job: Work scheduled working hours as per agreement. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to work with patients and multi-disciplinary team. Good interpersonal, communication, writing skills and time management. Ability to function as part of a team or work independently. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Render an effective support service to medical and nursing staff in the application and removal of plaster of paris. Effective and economical utilisation of resources. Render an effective support service to the orthopaedic clinic.

**ENQUIRIES** : Ms A Brown, Tel no: (021) 377-4410  
**APPLICATIONS** : The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchells Plain, 7789.

**FOR ATTENTION** : Ms C Johnson  
**CLOSING DATE** : 05 May 2017

**POST 15/90** : **SECURITY OFFICER**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R100 545 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Code EB/B Driver's license. Inherent requirements of the job: Willingness to work night shifts, public holidays, weekends, and overtime. Must have no criminal record. Code EB/B Driver's license. Competencies: knowledge/skills: Ability to function independently in challenging situations. Must be self-disciplined, self-motivated and have the ability to work under pressure. Good communication, listening, report-writing, conflict and group handling skills. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Access/egress control of all wards on the establishment. Assist personnel with handling aggressive/difficult patients. Escort patients on/off hospital premises, where required. Deliver a supportive security service with the aim to prevent injuries, abscondment of patients, litigation and adverse incidents. Effective application of service delivery and efficient support. Control/monitor surveillance cameras to identify and prevent any unlawful entry, suspicious, dangerous objects and adverse incidents. Monitor and report on the compliance with SLA by the outsourced security service provider.

**ENQUIRIES** : Mr N De Wet, Tel no: (021) 940-4415  
**APPLICATIONS** : The Chief Executive Officer: Hospital Services, Stikland Hospital, Private Bag X13, Bellville, 7535.

**FOR ATTENTION** : Mr CR Solomon  
**CLOSING DATE** : 05 May 2017

**POST 15/91** : **MESSENGER**  
(Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R84 096 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to pick up heavy bags filled with post/goods. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Sound interpersonal skills. Ability to work in a team. Ability to maintain a high standard of confidentiality. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Daily collect and deliver all post within and outside of the hospital. Sort post in registry. Collect blood samples from wards. Collect and

deliver prescriptions and medication to and from the pharmacy. Collect and deliver files, documents and forms to and from various sections. Perform other general tasks as required.

**ENQUIRIES** : Mr Z Mtshatsheni, Tel no: (021) 940-4427  
**APPLICATIONS** : The Chief Executive Officer: Stikland Hospital, Private bag X13, Bellville 7530.  
**FOR ATTENTION** : Mr C Solomons  
**CLOSING DATE** : 05 May 2017

**POST 15/92** : **PORTER**  
(Chief Directorate: Metro District Health Services)

**SALARY** : R 84 096 per annum  
**CENTRE** : Mitchells Plain District Hospital.  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate 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: Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for cleaning of wheelchairs and trolleys.

**ENQUIRIES** : Mr J Roberts, Tel no: (021) 377-4327  
**APPLICATIONS** : The Chief Executive Officer: Mitchells Plain District Hospital, Private Bag X9, Mitchells Plain, 7800.  
**FOR ATTENTION** : Ms C Johnson  
**CLOSING DATE** : 05 May 2017

#### **DEPARTMENT OF HUMANSETTLEMENTS**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 24 April 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

#### **OTHER POST**

**POST 15/93** : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: HS 2017-7**

**SALARY** : All-inclusive salary package of R 612 822 per annum, Level 11  
**CENTRE** : Department Human Settlements, Western Cape  
**REQUIREMENTS** : A completed National Diploma or equivalent qualification in Information Science, Public Management or ICT governance; A minimum of 3 years' relevant managerial experience in an information management support service working environment; A valid driver's license. Recommendations: Excellent working knowledge with experience in/of the following: Relevant public service legislation, prescripts, policies, regulations, guidelines, collective agreements, etc.; the development of knowledge and information management systems; Data and information management; Modern systems of governance and administration; Portfolio, programme and project management; Financial and administrative systems and reporting procedures; Transversal staff performance management system. Competencies: Excellent computer literacy skills (MS Office packages) and other relevant software packages; Strong leadership and managerial skills; Excellent analytical thinking skills; Excellent planning, organising and record keeping skills; Excellent problem solving as well as dispute resolution skills; Conflict management skills; Excellent project management skills; Excellent research skills; Ability to show initiative, an innovative thinker and be dedicated; Must be flexible, decisive, persuasive, impartial and consistent; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape Province.



**DUTIES** : Establish and manage an electronic departmental information system which includes links to project management and municipal performance database; Provide accurate and timeous departmental information to enable effective and efficient information sharing within the department; Compile reports and updates on departmental performance as required by departmental processes; Coordinate departmental IT systems; People and Operational management.

**ENQUIRIES** : Mr RWA Hazel Tel no: (021) 483 5616

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 24 April 2017 @ 16:00

**NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

#### **OTHER POSTS**

**POST 15/94** : **ACCOUNTS CLERK: BANKING REF NO: LG 2017-06**

**SALARY** : R 142 461 per annum, Level 05

**CENTRE** : Department of Local Government, Western Cape

**REQUIREMENTS** : Grade 12 with Accounting as passed subject; 1 year's relevant experience in financial accounting. RECOMMENDATIONS: Public sector experience. Competencies: Knowledge of accounting practices, financial policies, norms and standards; Knowledge of BAS; Knowledge of Nedbank Internet Business; Knowledge of financial norms and standards; Knowledge of clearing of ledger accounts; Knowledge of cashier and petty cash procedures; Writing skills and communication; Calculation skills

**DUTIES** : Clearing of PMG and related ledger accounts; Maintain banking function and entities; Cashier function; Petty Cash function; Assist with reporting such as IYM and bank reconciliation; Liaison with external service providers for example suppliers, e.g. bank.

**ENQUIRIES** : Ms H Saul Tel no: (021) 483 2184

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 24 April 2017 @ 16:00

**NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

#### **OTHER POSTS**

**POST 15/95** : **BUSINESS ANALYST: ICT PLANNING AND DEVELOPMENT REF NO: DOTP 2017-23**

**SALARY** : All-inclusive salary package of R612 822 per annum, Level 11

**CENTRE** : Department of the Premier, Western Cape

**REQUIREMENTS** : A completed B-degree in Information Technology or equivalent qualification; A minimum of 2-5 years' experience in Business Analysis, including Business Case development; A valid driver's license. RECOMMENDATIONS: Excellent communication (verbal and writing skills); User liaison and good inter-personal skills; Problem solving and analytical skills; Facilitation skills; Sound organising and planning skills. COMPETENCIES: Knowledge of business requirements specification development; Knowledge of business case development; Excellent presentation and facilitation skills; Knowledge of process modelling tools and techniques; Skills in conflict and people management.

**DUTIES** : Development of Business Requirements Specification; Business Case development; Presentations and Workshop facilitation; Business Process

Modelling and Mapping; Development of Functional designs; Link between business and developers; Compiling test plans and do systems testing.  
Ms N Benjamin Tel no: (021) 483 2116

**ENQUIRIES**

**POST 15/96**

**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DOTP 2017-22**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R 311 784 per annum (Level 9).  
Department of the Premier, Western Cape  
A completed National Diploma or equivalent qualification in Accounting or Financial Management; A minimum of 3 years' relevant experience in a financial accounting environment; A valid driver's license. RECOMMENDATIONS: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding financial matters, especially the PFMA, government finances and government systems; GRAP (General Recognised Accounting Practices) and ability to interpret and apply applicable legislation, guidelines, standards, procedures and best practices. COMPETENCIES: Advanced computer literacy in MS Office with high emphasis on Excel; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Conversant in at least two of the three official languages of the Western Cape; Ability to work under pressure; Problem solving and analytical skills in respect of financial accounting; Report writing and formulation; The ability to work independently.

**DUTIES**

Ensure overall assessment and research relating to IFS/AFS template and analysis of the relevant/most updated Accounting Standards, Accounting Manual for Departments and ad-hoc guidelines and directives as issued by National and Provincial Treasury; Ensure training/guidance/advice is provided to Line-functionaries and other supporting staff in terms of accounting issues and assist with implementation/compliance in respect of IFS/AFS Disclosure Notes inputs; Ensure compliance in terms of compilation and submission of audit file and monthly/quarterly financial reports – accurate and apt; Ensure consolidation of un-audited IFS/AFS and audited AFS and ensure accurate and timeous submission thereof; Human Resource Mentoring/ management/ coaching; and Project Planning/management – accurate and fully committed to predetermined timelines and objectives.

**ENQUIRIES**

Mr LJ Petersen Tel no: (021) 483 5758

**PROVINCIAL TREASURY**

**APPLICATIONS**

**CLOSING DATE**

**NOTE**

To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
24 April 2017 @ 16:00  
Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

**OTHER POSTS**

**POST 15/97**

**LOCAL GOVERNMENT REVENUE ANALYST: LOCAL GOVERNMENT REVENUE AND EXPENDITURE REF NO: PT 2017-7**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R 311 784 per annum, Level 09  
Provincial Treasury, Western Cape  
A completed National Diploma or equivalent qualification in Accounting / Internal Auditing / Finance or Economics; A minimum of 6 years' experience in a finance department; A valid driver's license; Must be willing to travel locally on a regular basis. RECOMMENDATIONS: Have a strong financial background specifically in Local Government; Knowledge of budget process and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA, PFMA, DoRA, Regulations and Circulars (local and provincial); Experience in budget analysis and co-ordination; Experience in finance department in Public Sector would be an advantage. COMPETENCIES: Ability to work under pressure and meet deadlines; Attention to detail and good interpretation of numbers; Excellent communication skills; Good reporting skills; Strategic planning skills.

**DUTIES**

Assess municipal budgets in respect of revenue and expenditure management; Compile monthly, quarterly and bi-annual in-year monitoring assessments; Assess MFMA implementation against framework; Provide Technical assistance and

research to Municipalities; Facilitate training and other support to Municipalities; Assist with the arrangement of Municipal IGR Functions; Conduct and facilitate municipal visits.

**ENQUIRIES** : Mr ZZS Zonyane Tel no: (021) 483 6121

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 24 April 2017 @ 16:00  
**NOTE** : Only applications submitted online will be accepted. 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 and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.

#### **OTHER POSTS**

**POST 15/98** : **DEPUTY DIRECTOR: TRAFFIC LAW COMPLIANCE REF NO: TPW 2017-53**

**SALARY** : All-inclusive salary package of R 612 822 per annum, Level 11  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : A completed B-Degree (or equivalent) qualification; A minimum of 3 years' management experience; A minimum of 3 years Road Traffic Legislation and related legislation. RECOMMENDATIONS: Experience in Client Service orientation; Project Management; Budget and Financial management; Human Resource Management; A valid Code B (08) driving licence and willingness to regularly travel away from the office. COMPETENCIES: Extensive experience and knowledge of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Analytical thinking, service orientation and Relationship Management skills; Problem Solving and decision making; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Planning, organising and research skills

**DUTIES** : Rural Development Coordination: To successfully coordinate the implementation of the national CRDP among stakeholders in the selected rural nodes in the Western Cape; Social Facilitation: Facilitate social cohesion and economic development in the selected rural development nodes in the Western Cape; Attain full compliance with financial and associated processes; Facilitate sound human resource practices.

**ENQUIRIES** : Mr MJ Gallant Tel no: (021) 483 2058

**POST 15/99** : **ASSISTANT DIRECTOR: TRANSPORT POLICIES AND STRATEGIES REF NO: TPW 2017-56**

**SALARY** : R 311 784 per annum, Level 09.  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : A completed National Diploma (or equivalent qualification); A minimum of 3 years' appropriate experience; A valid Code B driver's licence. COMPETENCIES: Knowledge of the following: National and Provincial strategies and policies on transport; Provincial Strategic Plan; Provincial Strategic Goals; Provincial Land Transport Framework; Integrated Transport Plans and Integrated Development Plans; Research and Policy Formation; Demonstrate the ability to engage in both independent research and as part of a team; Ability to access research sources; Good written and verbal communication skills in at least two of the official languages of the Western Cape; Ability to perform under pressure

**DUTIES** : Do research that inform programme development profiles; Develop programmes that informs project interventions that promote District Transport development; Participate in planning of District Transport Programmes and Projects; Provide technical expertise in the submission of inputs to operational policies that impact on the implementation of the District Transport Programme; Provide support to the management of the directorate in terms of administrative activities that support the effective operations of the directorate; Assist in Transport Policy Formation

**ENQUIRIES** : Mr Y Ndungane Tel no: (021) 483 6300

**POST 15/100** : **ADMINISTRATION CLERK, TRAFFIC LAW ADMINISTRATION REF NO: TPW 2017-47**

**SALARY** : R 142 461 per annum, Level 05  
**CENTRE** : Department of Transport and Public Works, Western Cape  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification. RECOMMENDATIONS: A minimum of 6 months appropriate administrative experience and National Traffic Information System (eNaTIS) experience; Client service orientation; Secretariat skills; A valid Code B (08) driving licence and willingness to regularly travel away from the office COMPETENCIES: Good understanding of the following: National Road Traffic Act, 1996 (Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (eNaTIS); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Client service orientation; Proven computer literacy (MS Office and MS Outlook).

**DUTIES** : Render secretarial and administrative support to the Assistant Director and Compliance Monitoring unit: Make travel arrangements; Distribute meeting agendas and minutes, routine correspondences and reports; Document and information management; Compile and updating of databases/ spreadsheets with information of Compliance Monitoring Unit performance

**ENQUIRIES** : Mr CC Majiedt Tel no: (021) 483 4204

**POST 15/101** : **ADMINISTRATION CLERK - GENERAL OFFICE SUPPORT REF NO: TPW 2017-55**

**SALARY** : R142 461 per annum, Level 05  
**CENTRE** : Department of Transport and Public Works, Oudtshoorn Western Cape  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid driver's licence; Appropriate experience in a Training environment. RECOMMENDATIONS: A minimum of 1-year appropriate administrative experience; A relevant Training Certificate/ Course/ Qualification in Training Management/ Human Resource Management. COMPETENCIES: Good understanding of the following: Policies and procedures with regards to training and human resource matters; Working knowledge of skills development and training; Supply Chain Management; Skills programmes, learnerships, ABET learning programmes, Recognition of prior learning; Proven computer literacy (Word, Excel and Outlook); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Self-motivated and conflict resolution skills.

**DUTIES** : Undertake skills development and co-ordinate training; Provide secretariat functions; Co-ordinate learnerships, skills programmes, ABET learning programmes and bursary applications; Obtain quotations for courses; Provide administrative assistance in the day to day planning, organising and coordination of technical and administrative courses; Maintenance of electronic database and manual filing system.

**ENQUIRIES** : Ms A Matthews Tel no: (044) 272 6071