

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

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

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

OTHER POSTS

POST 40/131 : **REGISTRAR: PROSTHODONTICS (DENTAL) (2 POSTS)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 736 425 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Oral Health Centres

REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dentist. Registration with a professional council: Proof of current registration with the HPCSA as a Dentist. Experience: None after registration with HPCSA as a Dentist. Competencies (knowledge/skills): primaries or any other post qualification. Note: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted 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 : Render service. Clinical supervision and teaching. Postgraduate training. Do research.

ENQUIRIES : Dr N Patel, tel. no. (021) 937-3099

APPLICATIONS : The Dean/Manager, Oral Health Centres, Private Bag X1, Tygerberg, 7505.

FOR ATTENTION : Ms P De Bruin

CLOSING DATE : 20 October 2017

POST 40/132 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro District Health Services

SALARY : R 499 953 (PN-B3) per annum

CENTRE : Elsie's River Community Health Centre

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 a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse (proof of current registration to be submitted. 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 E/EB) driver's licence. Competencies (knowledge/skills): Demonstrate 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 : Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Personnel matters including supervision and Performance Management, Finances and Procurement, as well as

implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short, medium, long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according to their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Facility Manager.

ENQUIRIES : Ms RM Kasker, tel. no. (021) 931-0211
APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X 1, Bellville, 7535.
FOR ATTENTION : Mr C Davids
CLOSING DATE : 20 October 2017

POST 40/133 : **OCCUPATIONAL THERAPIST GRADE 1 TO 3**

SALARY : Grade 1: R 281 148 per annum, Grade 2: R 331 179 per annum, Grade 3: R 390 123 per annum

CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professionals Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the HPCSA as Occupational Therapist. Experience: Grade 1: None after registration with the HPCSA as an Occupational Therapist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 10 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Services, as required in South Africa. Grade 3: A minimum of 20 years relevant experience after registration with the HPCSA as an Occupational Therapist in respect of South African qualified employees. Minimum of 21 relevant years of experience after registration with the HPCSA as an Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Services, as required in South Africa. Competencies (knowledge/skills): Sound knowledge of relevant national and provincial legislation. Sound knowledge of various physical conditions and their impact on function. Good interpersonal, organisational and planning abilities. Professional report-writing skills. Seating experience (intermediate and advance recommended). Experience in running psychosocial groups. Good communication, listening and conflict handling skills. Computer literacy (i.e. MS Outlook, Excel, Word and PowerPoint). Knowledge of the relevant statutory and policy frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards and Standard Treatment Guidelines as applicable to paediatrics. Proven experience with supervising staff, training junior doctors and managing financial and other resources. Appropriate experience in burns and general paediatrics (physical and neurodevelopmental) rehabilitation Occupational therapy. Appropriate experience working within a hospital setting. Splinting experience. Experience with regards to measuring, fitting and adjusting pressure garments as well as basic pressure garment making. Experience in student training/supervision. Note: No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment

DUTIES : Key result areas/outputs: Independently plan, implement and evaluate therapeutic interventions (individual, group, programme and/or service) within clinical Occupational Therapy department. Skills such as splinting and making other assistive devices. Actively participate within multi-disciplinary team. Manage and rational use of resources (human, physical and financial). Training and professional development of self and allocated responsibility

areas (Doctors, Nurses, Allied Health members). Supervise and train Occupational Therapists, occupational therapy assistants and students. Support the Head of department in the strategic management and administration of the department.

ENQUIRIES : Ms MM Pursad, tel. no. (021) 658-5038
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
FOR ATTENTION : Mr P Petersen
CLOSING DATE : 20 October 2017

POST 40/134 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Central Karoo District

SALARY : R 226 611 per annum
CENTRE : Central Karoo District Office (stationed at Beaufort West Hospital)
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management and Finance processes, including LOGIS. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Advanced computer proficiency (Ms Word, Excel, and PowerPoint). Interpersonal skills or team player, excellent communication, reports and business writing skills. Excellent managerial, leadership, organising skills and project management skills and as well as the ability to meet deadlines and complete jobs under extreme pressure. Extensive knowledge, and practical understanding of the Financial and Supply Chain regulatory frameworks governing financial management in the public sector which includes the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the department of health, and financial systems including LOGIS and BAS. Good written and verbal communication skills in at least two of the three official language of the Western Cape. NOTE: No payment of any kind is required when applying for this post.

DUTIES : Ensure effective and efficient Demand, Acquisition, Asset, warehouse management and Inventory control. Ensure that all transactions comply with legislative requirements (Audit compliance) including purchases from Essential Suppliers List. Perform LOGIS system controller functions Analyse data and reports to do situational analysis, make recommendations and compile reports and accurate and timeous reporting as per requirements e.g. AFS/IFS, BMI, budgets, expenditure. Supervise the Supply Chain Management Component, Identify and provide training to Sub-ordinates (including staff performance management). Handle queries regarding SCM.

ENQUIRIES : Ms E Abbott, tel. no. (023) 414-8200
APPLICATIONS : District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 27 October 2017

POST 40/135 : **ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)**
Chief Directorate: General Specialist and Emergency Services

SALARY : R 152 862 per annum
CENTRE : Valkenberg Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Grade 12/Senior Certificate. Experience: Appropriate secretarial experience, or office management experience within a Hospital setting. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Good interpersonal, telephonic, planning, problem solving and organisational skills. Experience in office administration practices with attention to detail. Experience in meeting skills. Computer literacy (Microsoft Office: Word, PowerPoint, Excel and Outlook, with Clinicom, SINJANI as a recommendation). Data base management and data analysis. Note: Computer typing and language proficiency tests may be requested. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Provide effective and efficient typing, filing, frontline- and secretarial support services to the QA Component, as well as office management and reception duties. Create registers, database management

and electronic management of records. Type correspondence, documents, set up of meetings and minute-taking. Provide relief and other related duties within the Quality Assurance Component.

ENQUIRIES : Ms T Ellis, tel. no. (021) 826-5808
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Administration Building (Nurses Home) Private Bag X1 Observatory, 7935.
FOR ATTENTION : Ms M Page
CLOSING DATE : 27 October 2017

POST 40/136 : **ADMINISTRATION CLERK: SUPPORT**
Central Karoo District

SALARY : R 152 862 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualifications: Grade 12/Senior Certificate. Experience: Appropriate experience in Supply Chain Management and Finance processes. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): Sound knowledge of the Basic Accounting System (BAS) and of all applicable government legislation. Knowledge of the LOGIS payment system. Computer literacy (MS Word and Excel). Workable knowledge of PFMA, National and Provincial Treasury Directives. NOTE: No payment of any kind is required when applying this post.

DUTIES : Effective and efficient coordination of GG transport. Accurate reporting and administration of GG transport. Maintain and reconcile (clear) asset and liability accounts on the Basic Accounting System (BAS). Do LOGIS & BAS Transactions (Payments & Journals) within set timeframes. Reconciliation of Supplier Statements and applicable correspondence in that regard. Handle supplier queries and give timeous feedback. Financial Reporting. Filing and Safekeeping of documentation

ENQUIRIES : Mr H van Wyk, tel. no. (023) 414-8200
APPLICATIONS : District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 27 October 2017

POST 40/137 : **ADMINISTRATION CLERK: REGISTRY**
Chief Directorate: Metro District Health Services

SALARY : R 152 862 per annum
CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Medical Records experience in a public hospital environment. Clinicom experience. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of National Archives Act and Records Management policy of Western Cape Records. Ability to work in a team and good computer literacy skills. Good communication and interpersonal skills. Ability to work effectively under pressure. Note: No payment of any kind is required when applying for this post.

DUTIES : Safekeeping of medical folders. Maintain a neat and organised records system. Ensure pre-pulling of medical records in advance. Maintain, merge and update patient information on medical folders. Archive medical folders. Clinicom disposals. Responsible for folder request, distribution, tracking and collection.

ENQUIRIES : Ms Z Van Schoor, tel. no. (021) 571-8040
APPLICATIONS : The Medical Superintendent, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr J Smit
CLOSING DATE : 27 October 2017

POST 40/138 : **STUDENT CLINICAL TECHNOLOGIST (PULMONOLOGY) (2 YEAR CONTRACT)**

SALARY : R 107 886 per annum plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Successful completion of second year towards the National Diploma- Clinical Technology. Current registration with a

Tertiary institution for ND: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: Willingness to work outside normal working hours when necessary. 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. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Pulmonology. Training in this post involves practical training during routine patient care. Perform clinical service in pulmonology by providing technologist support under supervision to all components of the pulmonology service including: All work in the Pulmonology laboratory, Respiratory ICU and Bronchoscopy Theatre. Spirometry, Plethysmography/Lung Volumes, Bloodgas Analysis, Diffusion Capacity. Broncho Provocation, Exercise Studies for VO2Max. Equipment maintenance. Participate in research projects.

ENQUIRIES : Mr F Swart, tel. no. (021) 938-5789
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

FOR ATTENTION : Ms V Meyer
CLOSING DATE : 20 October 2017

POST 40/139 : **MESSENGER**
 Eden District

SALARY : R 90 234 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the functioning of a state hospital. Inherent requirements of the job: Must be physically fit and able to be on your feet for long periods. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to safely operate a franking machine. Good knowledge of Knysna Hospital locations. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Basic computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : Collect and distribute incoming and outgoing mail daily at appropriate points. Maintenance of registry and archive services. Maintain the reception area of the administration building and handle the procurement of standard items i.e. stationary, minor equipment and cleaning materials for activities in the admin building. Operate and ensure the office equipment is in good working order e.g fax machine, copiers, projectors and franking machine. Assist supervisor in day to day activities.

ENQUIRIES : Mr JF Bouw, tel. no. (044) 302-8400
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 27 October 2017

POST 40/140 : **LINEN STORES ASSISTANT**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R 90 234 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Proven experience in an Industrial Laundry. Inherent requirements of the job: Must work weekends and public holidays. Must be physically fit. Competencies (knowledge/skills): Good interpersonal skills. Ability to count accurately. 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 : Handle soiled, infectious linen. Pack clean linen in all areas of the hospital. Mend, condemning and count linen. Work on laundry equipment in a cost effective manner. Provide support to Supervisor.

ENQUIRIES APPLICATIONS : Ms A van Blerk, tel. no. (044) 802-4497

FOR ATTENTION CLOSING DATE : Director: Human Resource Management, Department of Health, Private Bag x 6534, George, 6530.
Mr Z Emandien
27 October 2017

POST 40/141 : **PORTER**
Eden District

SALARY CENTRE REQUIREMENTS : R 90 234 per annum
Mossel Bay Hospital
Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in a public health facility. 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. Good interpersonal skills. NOTE: No payment of any kind is required when applying for this post.

DUTIES : Accompany walking and immobile patients to various sections in the facility. Assist with loading patients in/out of ambulances/vehicles and assist staff with the transfer of patients to beds/trolleys. Responsible for cleaning trolleys and wheelchairs and report faulty equipment to Supervisor. Assist with the transportation of corpses from wards to the mortuary and enter details in the mortuary register. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc) to wards/treatment and other admin areas.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr B Caffoen, tel. no. (044) 604-6114
Eden District Office, Private Bag X 6592, George, 6530.
Ms S Pienaar
27 October 2017

POST 40/142 : **FOOD SERVICES AID**
West Coast District

SALARY CENTRE REQUIREMENTS : R 90 234 per annum
Vredendal Hospital
Minimum requirement: Basic numeracy and literacy (Abet level 1). Inherent requirement of the job: Willingness to work shifts and overtime which include weekends and public holidays. Physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production of normal and therapeutic diets in an industrial foodservice unit on a large scale. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. 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. Short-listed candidates may be subjected to a practical test.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES APPLICATIONS : Ms C Gaobodiwe, tel. no. (027) 213-2039
The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION CLOSING DATE : Ms ME Tangayi
27 October 2017

POST 40/143 : **GROUNDSMAN**
West Coast District

SALARY : R90 234 per Annum
CENTRE : West Coast TB Centre (Stationed at Sonstraal Hospital, Paarl)
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Previous experience in gardening and maintenance of terrain. Inherent Requirements of the job: Willingness to be on call and work overtime for the institution when required. Ability to work with heavy duty gardening and workshop equipment. A Valid (Code B/EB) Driver's License. Competencies (knowledge/skills): Knowledge of gardening and minor maintenance of gardening equipment and Health and Safety Regulations. Knowledge of infection control and safety procedures of waste management. 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. Shortlisted candidates may be subjected to a competency test.

DUTIES : Render an effective, efficient maintenance of gardening and terrain service. Cost effective usage of gardening equipment. Correct handling and disposal of waste and medical waste. Assist Handyman with minor maintenance and repair of equipment, terrain and buildings. Render transportation and porter services to the hospital. Render a support service to supervisor.

ENQUIRIES : Ms. S Daniels tel. no. (021) 862 3176
APPLICATIONS : The Director: West Coast District Office, Private Bag X15, Malmesbury 7299.
FOR ATTENTION : Ms L Siegelaar
CLOSING DATE : 27 October 2017

POST 40/144 : **HOUSEHOLD AID**
West Coast District

SALARY : R 90 234 per annum
CENTRE : Vredenburg Provincial Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work shifts, weekends, night-duty and overtime. Ability to do physical work and to operate machines or equipment in a cost efficient manner. Competencies (knowledge/skills): Ability to maintain good interpersonal relations with supervisor, colleagues and the public. Knowledge of cleaning procedures, infection control, safety and foodservices. Basic understanding of maintaining a safe and hygienically clean hospital environment and using correct methods of handling and disposal of refuse or waste products. Ability to accept accountability and responsibility, and to work independently. Good communication skills in at least two of the three official languages of the Western Cape. Willingness to undergo formal and informal in-service training. Note: No payment of any kind is required when applying for this post.

DUTIES : Ensure a high standard of hospital hygiene, safety and cleanliness is maintained. Handle clean and dirty linen as required. Serve meals and beverages to patients including dishing of food. Cost effective utilisation of consumables or resources and assist with the loading and off-loading of stock. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Ms CH Oosthuizen, tel, no. (022) 709-7214
APPLICATIONS : The Manager: Medical Service, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr JI Engel
CLOSING DATE : 27 October 2017

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE : 23 October 2017 @ 16:00
NOTE : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. 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 40/145</u>	:	<u>DIRECTOR: INFRASTRUCTURE POLICIES, STRATEGIES AND SYSTEMS EDUCATION, REF NO. TPW 2017-172</u>
<u>SALARY</u>	:	All-inclusive salary package of R 948 174– R 1 116 918 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 Transport and Public Works, Western Cape Government Undergraduate qualification NQF 7 as recognised by the National Qualifications Framework in the built environment (Architecture, Construction Project Management, Engineering, Landscape Architecture, Property Evaluation, Quantity Surveying) as per the Council for the Built Environment Act (NO. 43 of 2000); A minimum of 5 years' middle/senior managerial experience; A minimum of 3 years' experience in Infrastructure Delivery; A valid code B driver's licence. Recommendations: Infrastructure delivery experience in or to the Public Sector; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); HRM processes; Public Service procedures; Human resource planning and capacity building; Programme and project management skills; Facilitation and presentation skills; Community facilitation and problem solving skills.
<u>DUTIES</u>	:	Strategic Capability & Leadership: Translate the vision of the organisation into directorate goals; Develop and implement strategies to achieve the directorate goals; Align programmes and operational support; Participate in the departmental strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives. Ensure efficient and effective oversight and management of all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance prescripts including of Public Service Administration. Manage financial planning, forecasting and reporting processes; Take ownership of key planning, budgeting and forecasting processes and report on all fields related to responsibility; Ensure that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the directorate to achieve pre-determined performance indicators and service delivery imperatives, fostering of motivated, competent and performance orientated staff and maintaining of sound employee and labour relations. Manage, acknowledge and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning and recruitment; Motivate, train and guide staff within the Directorate to achieve and maintain excellence in service delivery; Actively manage performance, evaluation and recognition of staff within the Directorate; Management of diversity. Programme and Project Management will entail the following: Identify and manage performance indicators for delivery by the directorate and any risk factors the directorate is subjected to; Manage (develop, implement, evaluate and adjust) programme/projects to the achieve the long-term strategic objectives of the organisation; Provide project management, architectural, engineering and quantity surveyor professional inputs for all projects of the Portfolio being implemented on behalf of the Western Cape Education Department; Provide project/ programme information and inputs for the updating of the Infrastructure Programme Management Plan; Oversee the implementation of capital, scheduled maintenance and emergency maintenance projects; Performance of external service providers; o Provide

an oversight role for the implementation of infrastructure programmes/ projects being managed by other implementing agents; Update project information on the Project Management information systems; Provide feedback to the Infrastructure Policies, Systems and Strategies component and the Provincial Department of Education regarding any aspect that should be revised with the view to promote seamless service delivery; Provide professional inputs as members of the Supply Chain Management committee for infrastructure projects of the Education Property Portfolio.

- ENQUIRIES** : Mr L Thiel at (021) 483 5370
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- POST 40/146** : **DIRECTOR: PROJECTS/PROGRAMME INFRASTRUCTURE DELIVERY - EDUCATION, REF NO. TPW 2017-173**
- SALARY** : All-inclusive salary package of R 948 174– R 1 116 918 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** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Undergraduate qualification NQF 7 as recognised by the National Qualifications Framework in the built environment (Architecture, Construction Project Management, Engineering, Landscape Architecture, Property Evaluation, Quantity Surveying) as per the Council for the Built Environment Act (NO. 43 of 2000); A minimum of 5 years' middle/senior managerial experience; A minimum of 3 years' experience in Infrastructure Delivery; A valid code B driver's license. Recommendations: Infrastructure delivery experience in or to the Public Sector; Professional registration with the applicable council within the built environment. Competencies: Maintain extensive knowledge and sound interpretation of applicable policies and procedures; Knowledge of the following: Financial Management and sound budgeting; Employee relations; Empowerment (SMME, Broad-based BEE, Women and Disability); HRM processes; Public Service procedures; Human resource planning and capacity building; Programme and project management skills; Facilitation and presentation skills; Community facilitation and problem solving skills.
- DUTIES** : Strategic Capability & Leadership: Translate the vision of the organisation into directorate goals; Develop and implement strategies to achieve the directorate goals; Align programmes and operational support; Participate in the departmental strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives. Ensure efficient and effective oversight and management of all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act (PFMA) and corporate governance prescripts including of Public Service Administration. Manage financial planning, forecasting and reporting processes; Take ownership of key planning, budgeting and forecasting processes and report on all fields related to responsibility; Ensure that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the directorate to achieve pre-determined performance indicators and service delivery imperatives, fostering of motivated, competent and performance orientated staff and maintaining of sound employee and labour relations. Manage, acknowledge and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning and recruitment; Motivate, train and guide staff within the Directorate to achieve and maintain excellence in service delivery; Actively manage performance, evaluation and recognition of staff within the Directorate; Management of diversity. Programme and Project Management will entail the following: Identify and manage performance indicators for delivery by the directorate and any risk factors the directorate is subjected to; Manage (develop, implement, evaluate and adjust) programme/projects to the achieve the long-term strategic objectives of the organisation; Provide project management, architectural, engineering and quantity surveyor professional inputs for all projects of the Portfolio being implemented on behalf of the Western Cape Education Department; Provide project/ programme information and inputs for the

updating of the Infrastructure Programme Management Plan; Oversee the implementation of capital, scheduled maintenance and emergency maintenance projects; Performance of external service providers; Provide an oversight role for the implementation of infrastructure programmes/ projects being managed by other implementing agents; Update project information on the Project Management information systems; Provide feedback to the Infrastructure Policies, Systems and Strategies component and the Provincial Department of Education regarding any aspect that should be revised with the view to promote seamless service delivery; Provide professional inputs as members of the Supply Chain Management committee for infrastructure projects of the Education Property Portfolio.

ENQUIRIES APPLICATIONS : Mr L Thiel at (021) 483 5370
 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 40/147 : **DIRECTOR: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY - HEALTH TPW 2017-205**

SALARY : All-inclusive salary package of R 948 174– R 1 116 918 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 Transport and Public Works, Western Cape Government
 : A relevant undergraduate qualification (NQF 7) as recognised by SAQA in the built environment (Quantity Surveying, Engineering, Architecture or Construction Management); A minimum of 5 years' middle/senior management experience; A minimum of 3 years' experience in infrastructure delivery; and Valid Driver's licence. Recommendations: Professional registration with the applicable council within the built environment; and Infrastructure delivery experience in or to the Public Service. Competencies: In-depth knowledge of the following: Applicable policies and procedures; Management principles; Public service procedures; HR procedures; Employee relations; Financial management; Empowerment; Capacity building; Project management; and Community facilitation.

DUTIES : Strategic capability and leadership (including Change Management); Programme and Project Management; and Ensure efficient and effective oversight and management for all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound employee relations.

ENQUIRIES APPLICATIONS : Ms A Campbell at (021) 483 8868
 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 40/148 : **DIRECTOR: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY - GENERAL INFRASTRUCTURE TPW 2017-206**

SALARY : All –inclusive salary package of R 948 174– R 1 116 918 per annum (Salary 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 Transport and Public Works, Western Cape Government
 : A relevant undergraduate qualification (NQF 7) as recognised by SAQA in the built environment (Quantity Surveying, Engineering, Architecture or Construction Management); A minimum of 5 years' middle/senior management experience; A minimum of 3 years' experience in infrastructure delivery; and Valid Driver's licence. Recommendations: Professional registration with the applicable council within the built environment; and Infrastructure delivery experience in or to the Public Service. Competencies: In-depth knowledge of the following: Applicable policies and procedures; Management principles; Public service procedures; HR procedures; Employee relations; Financial management; Empowerment; Capacity building; Project management; and Community facilitation.

DUTIES : Strategic capability and leadership (including Change Management); Programme and Project Management; and Ensure efficient and

effective oversight and management for all financial resources/ aspects of the Directorate and all performance requirements as related to the Public Finance Management Act and corporate governance; Management of the human resource of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound employee relations.

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