

**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.

MANAGEMENT ECHELON

POST 48/256 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (ENT, HEAD AND NECK)**

SALARY : R1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the Stellenbosch University-FMHS)

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical specialist in Ear, Nose and Throat Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Ear, Nose and Throat Surgery. Inherent requirements of the job: Willingness to work overtime when required. Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. After-hour duty in the department of Otorhinolaryngology. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Fellowship or experience in Head and Neck Surgery. Ability to teach, train and supervise students, Registrars and Medical Staff. Proven ability in conducting and supervising research. Proven exposure of engagement at all levels of care. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio. Note: No payment of any kind is required when applying for this post.

DUTIES : Manage the head and neck surgery division within the department of Otorhinolaryngology. Responsible to provide specialist care for in-and outpatients and surgical procedures to head and neck patients in Tygerberg Hospital and surround. Take part in under-and postgraduate training. Supervise research activities and Active involvement in academic programme in department of Otorhinolaryngology. Maintain a strong, continually updated knowledge base in the discipline. Assist in administration work of the department.

ENQUIRIES : Prof J Looek, tel. no. (021) 938-9318

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 15 December 2017

POST 48/257 : **MANAGER: MEDICAL SERVICES**

SALARY : R1 052 712 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing Clinical Services; Human Resource and Financial Resource Management. Extensive knowledge of National, Provincial and institutional health delivery system, policies and law, governing resource

DUTIES

allocations, as well as Medico-Legal matters. Proven skills in quality improvement strategies and implementation thereof. Excellent communication (written and verbal) and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint) with the ability to understand and analyse statistical and financial information. Note: No payment of any kind is required when applying for this post.

: Overall strategic and operational management, clinical and corporate governance of clinical service departments. Participate in strategies to strengthen the regional and district health care system ensuring equity of access to tertiary care for adults within the GSA and the relevant priority grouping. Continuous improvement of technical quality, internal efficiency, effectiveness and appropriateness of relevant FBUs, i.e. ensuring well-functioning clinical centre within available resources. Special portfolios/projects, which may include data collection, manipulation and analysis. Ensure teaching, training and development. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Effective, efficient and sustainable human resource management and planning within relevant general specialist and highly specialised clinical departments. Provide a platform for teaching, training, development and research.

ENQUIRIES

: Dr B Eick, tel. no. (021) 404-6288

APPLICATIONS

: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION

: Ms N Mbilini

CLOSING DATE

: 15 December 2017

OTHER POSTS

POST 48/258

: **ASSISTANT MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY OR ORTHOPAEDICS)**

SALARY

: R546 315 (PN-B4) per annum

CENTRE

: Groote Schuur Hospital, Observatory

REQUIREMENTS

: Minimum educational qualification: Basic R425 qualification (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: Ophthalmological Nursing or Medical and Surgical Nursing Science: Orthopaedic Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Minimum of 10 years appropriate/recognisable experience after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: On call duties and after-hour duties for the Nursing Division. Valid Code B/EB) drivers licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office suite). In-depth knowledge and understanding of nursing legislation, related legal and ethical practices and guidelines, relevant public sector legislation, People Management and Finance policies and procedures. Excellent problem solving, conflict resolution and leadership skills. Ability to work independently. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be expected to undergo a practical computer test.

DUTIES

: Provide innovative leadership in the allocated area (Surgical pavilion inclusive of all wards dealing with all surgical disciplines, e.g. Ophthalmology, Orthopaedic, General Surgery and the Stomatherapy Department) to realise the strategic goals and objectives of the Nursing Division. Coordinate the provision of person-centred care by setting standards, as well as involvement in policy and guideline development. Monitor the standard of nursing care, as well as guidance and participation in improvement projects with regards to quality of care. Effective management of human and financial resources. Coordinate the provision of effective training and research to ensure professional growth and adhere to ethical standards.

ENQUIRIES

: Mr A Mohamed, tel. no. (021) 404-2071

APPLICATIONS

: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 15 December 2017

POST 48/259 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R499 953 (PN-B3) per annum
CENTRE : Clanwilliam Community Day Clinic
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 Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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 after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources, Financial guidelines and protocols. Ability to communicate 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 : Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman-and Child Health and TB/HIV/AIDS/STI). Effectively manage support services which includes Information Management with regard to data collection, verification, report-writing and submission of data. Manage Human resources, i.e. supervise staff, development and performance management. Handle finance and supply chain management to ensure effective budgeting and control over infrastructure, maintenance and security. Efficient and effective PHC facility management and transport services. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES : Ms E Eygelaar, tel. no. (027) 213-4070
APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Ms NW Smit
CLOSING DATE : 15 December 2017

POST 48/260 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Cape Winelands District

SALARY : R499 953 (PN-B3) per annum (plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE : PHC Facility in Witzenberg Sub-district
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-Basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable 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 requirements of the job: Valid (Code B/EB) driver's licence. Management reserve the right to change placement to a different facility within the Sub-district. Competencies (knowledge/skills): 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. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES : Manage, control, 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 the implementation of policies, prescripts and protocols regarding the mentioned

facets. Manage and plan 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, verify and timeously submit accurate statistics.

ENQUIRIES : Mr L Wawini, tel. no. (023) 316-9600
APPLICATIONS : The District Director: Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
CLOSING DATE : 15 December 2017

POST 48/261 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
 Chief Directorate: General Specialist and Emergency Services

SALARY : R394 665 (PN-A5) per annum
CENTRE : Stikland Hospital (New Beginnings House)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to do standby duties. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in at least two of the three official languages of the Western Cape. Familiarity with the Psycho-Social Rehabilitation Programme (PSR). Computer literacy (MS Word and Excel), (mentioned clearly in CV or attach proof). Note: No payment of any kind is required when applying for this post.

DUTIES : Manage the operational services needed relating to the nursing, cleaning, home based carers, infection control and waste management services in 3 units (Step up/down Facility; 2 Residential Wards). Manage all People Management matters of allocated staff, including supervision and Performance Management. Formulate and implement policies, prescripts and protocols regarding the mentioned facets. Ensure the implementation of a high quality psychosocial rehabilitation and recovery model. Manage material and financial resources. Collect, verify and timeously submit accurate statistics.

ENQUIRIES : Mr M Njongonkulu, tel. no. (021) 910-5360
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingh
CLOSING DATE : 15 December 2017

POST 48/262 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
 Chief Directorate: Metro District Health Services

SALARY : Grade 1: R 351 516 per annum,
 Grade 2: R 414 069 per annum,
 Grade 3: R 487 752 per annum
CENTRE : Du Noon Community Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as an Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA as an Ultrasound Radiographer. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiographer. **Grade 2:** Minimum of 10 years relevant experience after registration with the HPCSA in Ultrasound Radiography. **Grade 3:** Minimum of 20 years relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage. 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 whom 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)".
<u>DUTIES</u>	:	Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. Render support to supervisor.
<u>ENQUIRIES</u>	:	Mr W Caesar, tel. no. (021) 200-4500
<u>APPLICATIONS</u>	:	The Director, Metro District Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966
<u>FOR ATTENTION</u>	:	Mr F Le Roux
<u>CLOSING DATE</u>	:	15 December 2017
<u>POST 48/263</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (QUALITY ASSURANCE AND TRAINING)</u> Eden District
<u>SALARY</u>	:	Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum, (Plus a non-pensionable rural allowance of 8% of the basic annual salary)
<u>CENTRE</u>	:	Hessequa Sub-district, including Riversdale Hospital and PHC facilities
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least one year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge of health service delivery systems with leadership and management skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape, as well as interpersonal skills. Sound knowledge of the principles and policies of Quality Assurance, Risk Management, Infection Prevention and Control (IPC) and Occupational Health and Safety. Teaching/presentation, training and assessment skills. Proficient in at least two of the three official languages of the Western Cape. Computer skills with working knowledge of MS Office and ability to apply programs. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test (competency based assessment). "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)"
<u>DUTIES</u>	:	Manage the Quality Assurance Programme in the Hessequa Sub-district. Monitor and respond to consumer complaints and compliments. Analyse training needs, plan and coordinate clinical training, skills development and maintenance of competence interventions in the Hessequa Sub-district. Presentation facilitation and co-ordination of clinical service training programs at Hessequa Sub-district. Monitoring, evaluation and reporting of clinical training and clinical skills development interventions at Hessequa Sub-district. Effective leadership, management, governance and promotion of Departmental values. ENQUIRIES: Dr GJ Van Tonder. tel. no. (028) 713-8640

APPLICATIONS FOR ATTENTION CLOSING DATE : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 15 December 2017

POST 48/264 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MIDWIFERY)**
Central Karoo District

SALARY : Grade 1: R 340 431 (PN-B1) per annum,
Grade 2: R 418 701 (PN-B2) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

CENTRE REQUIREMENTS : Beaufort West 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 duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration for 2017/2018. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic Nursing qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practise. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates 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 : Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage Human and Financial resources. Participate in training, research and implementation of the department's values. Participate in the collection and management of data. Promote quality nursing care. Implement infection control and health and safety legislations.

ENQUIRIES : Mr TW Ntombana, tel. no. (023) 414-8200
APPLICATIONS FOR ATTENTION : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
CLOSING DATE : Ms S Pienaar
: 15 December 2017

POST 48/265 : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT**

SALARY : R281 418 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualifications: Grade 12/Senior Certificate plus competencies. Experience: Appropriate Project/Contract/ Theoretical management or staff residence experience or both. Inherent requirements of the job: Willingness to work after-hours, when necessary. Sufficiently physically fit, healthy and able to walk long distances in the confines of the building and site. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good Presentation Skills. Excellent communication skills in at least two of the three languages of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates. Facilities management course credential; Computer literacy – MS Package and autocad

programme credentials. Note: No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.

DUTIES : Co-ordinate the PCU administration of the hospital. Assist with the Allocation, Audits and planning of space within the hospital. Assist with Architectural briefs. Assist with the management of contracts (monitoring and evaluation). Assist with Lease Administration. Assist with the drawing up of Memorandum of understandings and liaison with Property Management. Assist with the management of Residences and halls.

ENQUIRIES : Mr VC Rossouw, tel.no. (021) 404-6316

APPLICATIONS : The Chief Executive Office: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms N Mbilini

CLOSING DATE : 22 December 2017

POST 48/266 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
(1-year Contract)
Directorate: Supply Chain Management

SALARY : R226 611 per annum plus 37% in lieu of service benefits.

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Accounting or Mathematics as a passed subject or Senior Certificate (or equivalent) with experience that focuses on the Key Performance Area (KPA'S) of the post. Experience: Experience in Supply Chain Management practices and systems with specific knowledge and exposure to the Transport environment. Inherent requirement of the job: Valid (Code B) driver's licence. Competencies (knowledge/skills): Computer Literacy particularly in MS Word and Excel. Ability to communicate effectively (written and spoken) in at least two of the three official languages of the Western Cape. High level of excellence in accurate data capturing and recording. Excellent human relations abilities and telephone skills. Note: No payment of any kind is required when applying for this post. A competency test will form part of the interview process.

DUTIES : Responsible for the maintenance and overall condition of all Health's Head Office transport fleet. Proper administration of fleet in relation to vehicle bookings, licencing, servicing, traffic fines, misuse, accidents, damages, invoicing and payments. Fleet Reporting. Maintain the vehicle asset register for the Head Office. Assist the Assistant Director with transport task team functions. Assist the Assistant Director with tasks assigned. Provide assistance and support to all government motor transport users. Ensure complete and accurate registering of driver details on the Fleetman system. Supervision of Staff.

ENQUIRIES : Ms B le Grange, tel.no. (021) 483-4260

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

FOR ATTENTION : Ms C Dawood

CLOSING DATE : 15 December 2017

POST 48/267 : **ADMINISTRATION CLERK: SUPPORT**
(Fees Department: Patient Administration (In- & Out- Patients))

SALARY : R152 862 per annum

CENTRE : Groote Schuur Hospital, Observatory

REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in a Fees or Hospital environment. Inherent requirement of the job: Willing to cover for colleagues in other areas. Competencies (knowledge/skills): Computer literacy, good communication and interpersonal skills. Ability to accept accountability, responsibility and work independently. Ability to work under pressure, strong sense of confidentiality. Knowledge of the following: Hospital Fees Memorandum 18, UPFS, HIS Clinicom, Finance Instructions. Computer literacy. Note: No payment of any kind is required when applying for this post.

DUTIES : In-and out-patient administration functions according to PGWC policies and procedures. Clinicom, Billing and other PGWC system computer duties, Hospital Fees policies and procedures including attending to patient queries (verbal and written). Various reception tasks or tasks assigned to you by immediate Supervisor from time to time. Responsible for handling and receiving of public money and Cash Collection and Banking of State Money. Admission, transfer and discharge of in-and out-patients as per PGWC Financial Instructions. Debit charge entries to invoices as per UPFS and

PGWC billing procedures, including ICD10 coding capturing and managing theatre slates.

ENQUIRIES : Mr M Z Bardiën, tel. no. (021) 404-3278
APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
FOR ATTENTION : Ms N Mbilini
CLOSING DATE : 22 December 2017

POST 48/268 : **FORENSIC PATHOLOGY OFFICER GRADE 1 TO 2**
 Chief Directorate: General Specialist and Emergency Services

SALARY : Grade 1: R 148 221 per annum,
 Grade 2: R 174 591 per annum
CENTRE : Forensic Pathology Laboratory, Paarl
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with having achieved Mathematics, Life Science/Biology and English as passed subjects. Experience: Grade 1: None. Grade 2: 10 year's appropriate experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Required to wear a uniform. No Criminal record. Will be required to work alone when required and travel for long periods of time. Will be required to work office hours, overtime and standby duties. Ability to lift and work with heavy corpses (mutilated, decomposed and infectious viruses). Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape. Above-average computer and software literacy in at least MS Excel and Word. Ability to be trained in forensic investigation, evisceration, 4 x 4 vehicle handling and photography skills. Ability to interpret and apply policies. Note: Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment. Please note that serving Forensic Pathology Officers Grade 1 and 2 employed in a permanent capacity who is not in possession of the advertised minimum educational requirement may be considered for a horizontal transfer regardless of the fact that they are not in possession of the aforesaid minimum educational requirement.

DUTIES : Effective and efficient recovery, storage and processing of deceased, that includes physically collecting, processing, and safekeeping of corpses, information, exhibits and property from incident scenes. An effective forensic autopsy process rendered in accordance with set standards and guidelines by assisting the forensic pathologist in autopsies (evisceration) and x-raying of corpses. Optimal control of reports and specimens during and after the Forensic Mortuary process including the completion and administration of statements and documentation. Render an efficient support service to the Forensic Pathology Laboratory Manager with regard to the management of the forensic pathology laboratory. Adhere to Standard Operating Procedures at all times. Accurate and comprehensive capturing of data onto the Forensic Pathology services IT system and any other data basis provided by the department. Attend court cases and deliver testimony when subpoenaed to do so.

ENQUIRIES : Ms DA Lukes, tel. no. (021) 862-2047
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION : Mr B Wepener
CLOSING DATE : 22 December 2017

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 15 December 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. 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.

OTHER POSTS

- POST 48/269** : **PROCUREMENT SPECIALIST: STRATEGIC SOURCING REF NO. PT 2017-18**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Salary level 9)
: Department of Provincial Treasury, Western Cape Government
: A 3-year National Diploma in Finance/Economics/Commerce or Law; A minimum of 3 year's appropriate experience in Supply Chain/ Asset Management. Recommendations: Experience in devising commodity strategies, strategic sourcing and transversal contracting; A valid driver's licence. Competencies: Knowledge of the following: Government policy and procedure for supply chain management and / asset management; Supply Chain Management and moveable asset management systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Computer literacy in MS Office; Information management and high level negotiating skills; Ability to work under pressure and meet strict deadlines
- DUTIES** : Assessment of compliance to regulatory frameworks for supply chain management and / asset management and monitor departments capacity to give effect to service delivery goals and objectives; Cataloguing departments in terms of their capacity assessments, highlighting strengths and weaknesses as well as targeted areas that require interventions; Designing and implementing SCM and moveable asset management training interventions to develop skills and capacity within provincial departments; Provide supply chain and asset management training to key stakeholders inclusive of supplier development initiatives; Coordinate service discussions through helpdesks and different workshops as well as facilitate a platform for knowledge and information sharing to assist departments and stakeholders to develop SCM skill and capacity.
- ENQUIRIES** : Mr Z Hendricks at (021) 483 5243
- POST 48/270** : **PROCUREMENT ANALYST: LOCAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-19**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Salary Level 9)
: Department of Provincial Treasury, Western Cape Government
: 3-year National Diploma in Finance/Economics/Commerce/Law; A minimum 3 years' appropriate experience in Supply Chain Management; A valid drivers licence. Recommendations: Experience in Vendor Management and supplier development; Financial analysis and/or Risk Management. Competencies: Knowledge of MFMA and the Supply Chain Management Regulations; Communication (verbal and written) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Analytical thinking, client focus and developing others.
- DUTIES** : Assess SCM Municipal Policy and monitor compliance thereof; Assist municipalities in providing them with SCM opinions and guidance; Designing and implementing SCM training Interventions to develop SCM skill and capacity within municipalities; Coordinate and service discussion as well as facilitate a platform for knowledge and information sharing of SCM at the Supply Chain Management Forums, focus groups and transversal district / commodity groups; Reporting of Procurement statistics for municipalities; Attend on, assess and provide comment to suppliers and the municipality on supplier grievances / appeals with regard to tender processes; Develop and promote a BBBEE/SMME supplier development programme for municipalities in liaison with the Department of Economic Development and Tourism.
- ENQUIRIES** : Ms N Ebrahim at (021) 483 4748
- POST 48/271** : **ASSISTANT DIRECTOR: DATA AND INFORMATION MANAGEMENT, REF NO. PT 2017-20**
- SALARY CENTRE REQUIREMENTS** : R334 545 per annum (Salary Level 9)
: Department of Provincial Treasury, Western Cape Government
: Appropriate 3-year National Diploma in the fields of Commerce, Financial Management, Statistics, Knowledge Management or Informatics/ Information Systems/ Information and Communication Technology (ICT) with a minimum of 3 years' relevant experience in Information Management; A valid Code B driver's licence. Recommendations: Experience in the following: Database Management and Administration; VBA (Visual basic for Applications); ICT infrastructure, architecture and frameworks; Project Management; Planning

and organising. Competencies: Knowledge of the following: Database Management and administration; Provincial and municipality budget and financial processes; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft Outlook); Strong interpersonal, collaborative and report writing skills; Outstanding planning, organising and people skills.

DUTIES : Provide a data support function for internal and external stakeholders with the view to budget preparation and support, including to ensure that comprehensive, high quality and up to date information is available; design, develop, maintain and monitor budget and performance databases for departmental and municipal budgets to facilitate the compilation of periodic and ad-hoc data sets, and aggregate reports on the state of provincial finances; Create and co-ordinate management reports in response to business user needs; Build capacity among users to utilise databases, data models and data repositories; Assist with the implementation of Corporate Governance of ICT Policy Framework.

ENQUIRIES : Mr I Batchelor at (021) 483 5703

POST 48/272 : **SYSTEM CONTROLLER, REF NO. PT 2017-22**

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : 3-year National Diploma in Public Administration/ Finance with a minimum of 3 years' appropriate experience. Recommendations: A valid driver's licence. Competencies: Knowledge of Financial Management; Knowledge of Project Management; Proven computer literacy in MS Office; Analytical skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation skills; Planning, organisational and coordinating skills; Problem solving and decision making skills.

DUTIES : Determine training needs; Planning and designing courses; Arranging training logistics, Course presentation and post-course administration for the Basic Accounting System (BAS); Assessing and maintaining the financial management system and timely identification of new system requirements and arrangements for system adaptations; Monitoring and reporting performance of the BAS; Implementing and monitoring the security measures of BAS; Accessibility to a fully operational help desk managed by skilled staff rendering service to all users; Development and implementation of an evaluation and capacitation plan; The implementation and management of an analytical tool for the detection of possible irregular fraudulent transactions on all transversal systems; Responsible for the Departmental System Controller functions specifically relating to the day-to-day management of transversal systems, to Provincial Treasury.

ENQUIRIES : Mr RCJ Mienie at (021) 483 4031

POST 48/273 : **PROCUREMENT SPECIALIST: PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT, REF NO. PT 2017-23**

SALARY : R334 545 per annum (Salary level 9)
CENTRE : Department of Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma with a minimum of 3 years' experience in supply chain management/ finance. Recommendations: Experience in providing public sector procurement training and supplier development initiatives or programmes; A valid driver's licence. Competencies: Proven knowledge of public sector SCM legislation and policy frameworks; Working knowledge of the following: Vendor Management; Supplier development; Providing advice, guidance and support on implementation of SCM and Asset Management policy, norms and standards; Strategically review and analyse departmental SCM and moveable asset management policy against the requisite legislation and policy frameworks; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy.

DUTIES : Benchmarking best practice and reviewing legislative requirements to compile training material, presentations and practical guides to improve capacity and skill of SCM officials; Provide capacitation, development and support programme that will contribute to improve SCM capacity, capability and performance in the province; Provide capacity development and knowledge management services to external stakeholders (suppliers, sector bodies chamber of commerce) to capacitate, develop and improve sustainability of

		supplier community; Devise responsive action plans to improve SCM financial maturity to desired levels.
<u>ENQUIRIES</u>	:	Ms T Soetzenberg at (021) 483 8221
<u>POST 48/274</u>	:	<u>ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING, REF NO. PT 2017-27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Salary level 9) Department of Provincial Treasury, Western Cape Government An appropriate 3-year National Diploma with Accounting 3 as a major subject; A minimum of 3 years' experience of municipal accounting in a finance department; A valid driver's licence and a willingness to travel. Recommendations: Generally Recognised Accounting Practice (GRAP) experience; Completed articles; Working knowledge of Municipal Standard Chart of Accounts (MSCOA). Competencies: Knowledge of municipal accounting systems; Proven computer literacy; Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Ability to work independently and part of a team.
<u>DUTIES</u>	:	Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against MSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.
<u>ENQUIRIES</u>	:	Mr Z Hendricks at (021) 483 5243
<u>POST 48/275</u>	:	<u>ELECTRONIC INFORMATION ANALYST, REF NO. PT 2017-13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Salary level 7) Department of Provincial Treasury, Western Cape Government A 2 year post-matric qualification in Information Management or related field; A minimum of 3 years' experience in advanced/complex level typing/ technical editing/formatting of various publications and electronic databases. Recommendations: A valid Code EB drivers licence; Experience in technical editing and formatting of financial documents or other publications; Secretarial/ Office administration Diploma/ Certificate; Computer Application Technology as a passed subject. Competencies: Proven computer literacy (MS Office and MS Outlook); Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Teamwork and analytical skills; Good numerical ability.
<u>DUTIES</u>	:	Collect/consolidate and edit technically/format the Provincial Budget and associated documentation. Liaise with departmental finance and planning staff on the management of budget information and provide for data-warehousing capacity of the Budget and Adjusted Estimates; Collect/consolidate and edit technically/format PT publications which include: Annual Financial Statements, Annual Performance Plans, MTBPS, Reviews, Annual Report, Manuals and Assessment Reports; Collect/consolidate and edit technically/format municipal budget information and performance assessment reports and provide for data-warehouse capacity with respect to the municipal budget information; Information Management through database co-ordination and integration (Provincial and Local Government).
<u>ENQUIRIES</u>	:	Ms E Smit at (021) 483-4433
<u>POST 48/276</u>	:	<u>PERSONAL ASSISTANT: PROVINCIAL GOVERNMENT ACCOUNTING, REF NO. PT 2017-21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Salary level 7) Department of Provincial Treasury, Western Cape Government Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years' relevant experience in office administration and rendering support services to Senior Management. A valid driver's licence. Recommendations: Willingness to work irregular hours. Competencies: Good interpersonal and decision-making skills; communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy skills; Customer service orientation; Ability to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Attention to detail; Planning and organising skills.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the Manager; Rendering administrative support services which includes procurement; Provide support to the manager regarding meetings; Support the manager with the

administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr A Reddy at (021) 483 5001

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE : 15 December 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. 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.

OTHER POSTS

POST 48/277 : **ENGINEERING TECHNICIAN PRODUCTION, REF NO TPW 2017-208**

SALARY : R274 440 – R 420 690 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (Persons not yet registered must provide proof that they submitted their application for registration); Completion of candidacy period or a minimum of 3-years post qualification technical (Engineering) experience; A valid driver's licence. Recommendations: None. Competencies: Communication (Verbal and written) skills in at least two of the three official languages of the Western Cape; Computer literacy MS Office (Word, Excel, Outlook and Projects); Ability to work under pressure and meet deadlines; Record keeping; Good leadership skills; Presentation and organising skills; Ability to work independently and well within team.

DUTIES : Assist Engineers, Technologists and Associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Perform administrative and related functions; Compile and submit reports as required; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literate studies on technical engineering technology to improve expertise; Provide inputs into the budgeting process as required.

ENQUIRIES : Mr CA MÖller at (021) 483 8466

POST 48/278 : **GIS TECHNICIAN PRODUCTION, REF NO. TPW 2017-215**

SALARY : R274 440 – R 420 690 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma in GIS or Cartography; A minimum of 3 years' relevant experience in developing and maintaining GIS data and other GIS output products or completion of a candidacy period; Compulsory registration with PLATO as a GIS Technician (Persons not yet registered must provide proof that they submitted their application for registration). Recommendations: A valid driver's licence. Competencies: Problem solving and decision making; Understanding of GIS application and spatial data; Knowledge of theory, principles and practices of GIS; Analytical thinking; Advanced computer skills; Communication (written and Verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Perform technical GIS activities relating to transport operations; Maintain GIS unit effectiveness by maintaining GIS tools and documenting GIS processes; People management which include mentoring and supervision; Functioning requirements analysis which include gap analysis and customization of GIS software; Research and development.

ENQUIRIES : Mr G Martin at (021) 483 4095

POST 48/279 : **ASSISTANT DIRECTOR: INFRASTRUCTURES, POLICIES AND STRATEGIES, REF NO. TPW 2017-221**

SALARY : R274 440 – R 420 690 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government

- REQUIREMENTS** : 3-year National Diploma with a minimum of 3 years' experience in a management and planning environment. Recommendations: A valid code 08's driver's licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations and policies impacting the planning and delivery of infrastructure; Ability to engage in both independent research by accessing research sources and as part of a team; Communication (Written and verbal) skills in at least two of the official languages of the Western Cape; Ability to work under pressure and meet strict deadlines; Planning, organising and time management skills; Presentation skills; Problem solving and decision making skills.
- DUTIES** : Facilitate the development of provincial policies, strategies and programmes with regards to infrastructure planning and delivery; Conduct high level research/feasibility studies and scenario planning; Conduct policy commentary and develop submissions to promote the development of department and provincial policies, strategies and plans; Engage with stakeholder's on long term policy and strategy development; Establish institutional platforms for integrated infrastructure planning; Provide support to the management of the sub-directorate in terms of administrative activities that support the effective operations of the sub-directorate; Clarity and coherence in responding to policy/research questions and developing complex reports.
- ENQUIRIES** : Ms D Manuel at (021) 483 3795