

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 26 February 2018 @ 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

- POST 06/162** : **DIRECTOR: GREEN ECONOMY PROGRAMMES, REF NO. DEDAT 2018-05**
- SALARY** : All-inclusive salary package of R948 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** : Western Cape Government
- Undergraduate qualification (NQF 7 as recognised by SAQA) in Economics, Economic development, Sustainability, Climate Change, Town Planning, Engineering; and 5 years' acquired knowledge and/ or experience of the water sector, or green technologies, with a minimum of 3 years at a management level. Recommendations: Masters qualification or equivalent in the fields as mentioned in the minimum requirements; Experience with financing mechanisms, incentives and models and accessing funding; An existing network of key stakeholders in the water sector (such as technology providers, consultants, government, catchment management agencies, NGO's and academia; A good understanding of water management, water systems and water related technologies; Experience with co-ordinating and running communication and engagement campaigns; Experience with public sector processes and procedures; Experience with commercialisation of technology and services; and Problem solving skills. Competencies: Masters qualification or equivalent in the fields as mentioned in the minimum requirements; Experience with financing mechanisms, incentives and models and accessing funding; An existing network of key stakeholders in the water sector (such as technology providers, consultants, government, catchment management agencies, NGO's and academia; A good understanding of water management, water systems and water related technologies; Experience with co-ordinating and running communication and engagement campaigns; Experience with public sector processes and procedures; Experience with commercialisation of technology and services; and Problem solving skills.
- DUTIES** : Manage Green Economy projects; Facilitate and manage the alignment between all relevant stakeholder interests within the Green Economy; Monitor and oversee the performance of implementing agents contracted by WCG to deliver on the Green Economy strategy e.g. Green Cape; Source and communicate intelligence regarding the Green Economy; Strategic Management; Human Resource Management; and Financial Management...
- ENQUIRIES** : Ms Helen Davies (021) 483 7845
- POST 06/163** : **DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP, REF NO. 2018-12**
- SALARY** : All-inclusive salary package of R948 174– R1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the

<u>CENTRE REQUIREMENTS</u>	: employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs. : Western Cape Government : Appropriate B Degree; Relevant senior management experience; and Valid code 8 driver's license. Recommendations: Competency in at least two of the official languages dominant in the Western Cape; and Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices. Competencies: Knowledge of business and organisational structure of the department; Knowledge of departmental operational management systems and procedures; Knowledge of provincial and national strategies to address sector development; Knowledge of corporate governance requirements with particular reference to prescribed plans and committees (Related to work of the Corporate Services Centre); Knowledge of the provincial policies, service level agreement and service schedules in terms of which the working relationship with the Corporate Services Centre is managed; Knowledge of the business of the Corporate Services Centre and the department; Knowledge of Occupational Health and Safety, Human Rights issues related to the department; and Knowledge of Human Resource Management systems.
<u>DUTIES</u>	: Develop and manage the Provincial Skills Development Strategy and Framework; Establish and manage the Provincial Skills Forum; Provide secretariat services to the Provincial Skills Forum; Develop methodologies to narrow the gap between the demand of and supply for skills in various economic sectors; Align and report on the Western Cape Government spending on skills within the requirements of the economy; Ensure efficient and effective oversight and management for all financial resources/ aspects of the directorate and all performance requirements as related to the Public Financial Management Act and corporate governance; Management of people of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, performance orientated staff and sound labour relations; and Strategic capability and leadership.
<u>ENQUIRIES</u>	: Mr Anthony Phillips (021) 483 9148
<u>POST 06/164</u>	: <u>DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING, REF NO. LG 2018-14</u>
<u>SALARY</u>	: All-inclusive salary package of R948 174– R1 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</u>	: Department of Economic Development and Tourism, Western Cape Government
<u>REQUIREMENTS</u>	: B-degree (NQF 7 as recognised by SAQA); 5 year's experience within a middle/senior management context; and A valid code 8 driver's license. Recommendations: B-degree in Public Administration. Competencies: Thorough knowledge of applicable policies, legislation, guidelines, standard procedures and best practices, especially with regard to local government; Knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Thorough knowledge of monitoring and evaluation legislation; Knowledge of strategic management processes including strategic planning and performance management within government - including inter-sphere and cross sector planning; and Knowledge of Human Resource Management and Financial Management.
<u>DUTIES</u>	: Development and regulation of a framework for monitoring all aspects of municipal performance; Managing the process of collection and collation of municipal data; Monitoring and evaluation in terms of implementation of municipal performance monitoring systems; Assessment and analysis of data from municipalities to conduct diagnostic evaluations; Provide input to national and provincial policy and legislative processes, as well as structures regarding performance monitoring of municipalities; Direction to component's strategic management and planning processes; and Ensure effective management of human resources, financial resources and risks..
<u>ENQUIRIES APPLICATIONS</u>	: Ms E Barnard (021) 483 6126 : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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.
ERRATUM: kindly note that the post of Medical Specialist (Sub-specialist: Endocrinology) (2 Posts) Grade 1-3 published in vacancy circular 05 dated 02 February 2018, has been amended to Medical Specialist (Sub-specialist: Endocrinology) (1 Post) Grade 1-3.

MANAGEMENT ECHELON

POST 06/165 : **MANAGER: MEDICAL SERVICES GRADE 1**
Central Karoo District

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). (Plus a non-pensionable rural allowance of 22% of basic annual salary)

CENTRE REQUIREMENTS : Central Karoo District Office (Stationed at Beaufort West Hospital)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with 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 requirements of the job: Willingness and skills to do after-hours work. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies specific to a health-care environment. Computer literacy (i.e. MS Word, Excel, PowerPoint, Internet and e-mail). Appropriate experience of managing clinical services. Note: No payment of any kind is required when applying for this post. Short listed candidates will be subjected to a competency test.

DUTIES : Key result areas/outputs: Strategic and operational management of all health service platforms in the Central Karoo District, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Central Karoo District to ensure support of the patient centred experience, compliance to national core standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Central Karoo District. Liaise with appropriate district health services, Regional Hospital and tertiary referral services.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Dr H Schumann, tel. no. (044) 803-2707
: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
: Ms S Pienaar
: 23 February 2018

OTHER POSTS

POST 06/166 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro District Health Services

SALARY CENTRE REQUIREMENTS : R499 953 (PN-B3) per annum
: Maitland Community Day Centre
: 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 nursing qualification with 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: Proof of current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. 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. Short-listed candidates may be required to do a practical test.

DUTIES : (key result areas/outputs): Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.

ENQUIRIES : Ms LM Appolis, tel. no. (021) 202-0933
APPLICATIONS : The Director: Metro District Health Services, Southern/Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F le Roux
CLOSING DATE : 23 February 2018

POST 06/167 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
 Chief Directorate: Metro District Health Services

SALARY : R499 953 (PN-B3) per annum
CENTRE : Scottsdale Community Day Clinic
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 nursing qualification with 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: Proof of current registration with the SANC AS Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial and Supply Chain guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Report writing. Ability to function independently as well as in a team. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees and Community Participation. Effective communication on all levels of service delivery.

ENQUIRIES : Mr AE Patientia, tel. no. (021) 815-8894

APPLICATIONS : The Manager: People Management, Metro District Health Services, Tygerberg/Northern Sub-structure, Bellville, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Ms A Kader

CLOSING DATE : 23 February 2018

POST 06/168 : **QUALITY ASSURANCE MANAGER**
Chief Directorate: General Specialist and Emergency Services

SALARY : R417 552 per annum

CENTRE : George Hospital

REQUIREMENTS : Minimum educational qualification: Health related degree or diploma that requires registration with the South African Statutory Health Professions Council (SANC). Experience: Appropriate work experience in a Hospital environment. Appropriate experience in quality improvement projects. Inherent requirement of the job: Valid (Code B/BE) driver's licence. Competencies (knowledge/skills): Knowledge of Clinical Governance and Quality Assurance frameworks and Project Management. Understanding of Healthcare legislation and related legal and ethical Healthcare practices. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer literacy (Excel, Word and PowerPoint), data analysis, interpretation, report writing skills. Note: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.

DUTIES : (key result areas/outputs): Provide leadership in all aspects of quality assurance and risk management. Manage, evaluate and report on all aspects of the quality assurance program. Improve quality of patient care through the systematic identification and evaluation of risks. Facilitate the development and distribution of information and educational resources for patients. Facilitate the development, implementation and monitoring of guidelines and standard operating procedures to improve quality of care.

ENQUIRIES : Mr M Vonk, tel. no. (044) 802-4534

APPLICATIONS : To the Chief Executive Officer, George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Ms A Groenewald

CLOSING DATE : 23 February 2018

POST 06/169 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Chief Directorate: Metro District Health Services

SALARY : Grade 1: R351 516 per annum,
Grade 2: R414 069 per annum
Grade 3: R 487 752 per annum

CENTRE : Woodstock CDC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiographer. Registration with a professional council: Registration with the HPCSA in Ultrasound Radiographer. Experience: Grade 1: None after registration with the HPCSA in Ultrasound Radiography. Grade 2: 10 year's relevant experience after registration with the HPCSA in Ultrasound Radiography. Grade 3: 20 year's relevant experience after registration with the HPCSA in Ultrasound Radiography. Inherent requirements of the job: Willingness to work after hours and shifts and travel if necessary. 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 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>	:	(key result areas/outputs): 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. To service geographical areas in the Sub-district.
<u>ENQUIRIES</u>	:	Ms A Smith, tel. no. (021) 021 460-9274
<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>	:	23 February 2018
<u>POST 06/170</u>	:	<u>SOCIAL WORK SUPERVISOR GRADE 1</u>
<u>SALARY</u>	:	R341 322 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Degree or Diploma in Social Work. Registration with a professional council: Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and proof of payment of registration for 2017/2018. Experience: A minimum of 7 years' appropriate experience in Social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to render clinical social work practice, lead, supervise and work in a social work team and as a member of a multi-disciplinary team in a Specialist Paediatric Health Care setting. Sound knowledge and expertise in Hospital social work practice in general and more specifically in critical care related social work services, in trauma and crisis management related social work, in child protection social work, in grief and bereavement related social work and related fields. Knowledge of all legislation applicable to the field of Child Protection and social work practice in a health care setting. Computer literacy and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Supervisory, problem solving and conflict resolution skills and knowledge of the SPMS system. Note: no payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	Key result areas/outputs: As a member of the Social Work Department to provide: Provide Social work specialist knowledge and skills to services within General Social Work Department. Psycho-social assessments, counselling and emergency responses to individuals, groups and families. Social Work Clinical Supervision to social work staff and students. Report-writing and related administration. Research, teach and train.
<u>ENQUIRIES</u>	:	Ms C Brown, tel. no. (021) 658-5196
<u>APPLICATIONS</u>	:	The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
<u>FOR ATTENTION</u>	:	Mr P Petersen
<u>CLOSING DATE</u>	:	23 February 2018
<u>POST 06/171</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY: TRAUMA AND EMERGENCY) GRADE 1 TO 2</u> Eden District
<u>SALARY</u>	:	Grade 1: R 340 341 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum
<u>CENTRE</u>	:	Knysna Hospital
<u>REQUIREMENTS</u>	:	Minimum education qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited by the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General/Trauma and Emergency. Registration with a professional council: Registration with the SANC as 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 in the specific speciality after obtaining the 1-year post-basic nursing qualification in the specific speciality mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding of nursing and health service related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytical thinking, independent decision making and problem solving skills. 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 : (key result areas/outputs): Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection, capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES : Ms G Lloyd, tel.no. (044) 302-8400
APPLICATIONS : To the Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 23 February 2018

POST 06/172 : **CLINICAL PROCUREMENT SPECIALIST**

SALARY : R334 545 per annum
CENTRE : Red Cross War Memorial Children's Hospital, Rondebosch
REQUIREMENTS : Minimum educational qualification: Appropriate three-year Health related National Diploma or Degree. Experience: Appropriate clinical experience in a health related environment. Experience of clinical product/equipment evaluation. Knowledge of medical equipment and supplies and their application within a healthcare environment. Experience in Government Procurement. Experience in Strategic Procurement. Sound clinical knowledge on medical products. Inherent requirement of the job: Willingness to work overtime. Competencies (knowledge/skills): Proven report-writing skills. Broad knowledge on negotiating with suppliers. Health sector products (Medical and Surgical equipment and consumables). Bid Management and Procurement prescripts. Preferential Procurement and/or Black Economic Empowerment Management capabilities and understanding. Product evaluation processes. Highly developed problem solving abilities. Sound interpersonal/communication skills. Conversant in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MSWord, Excel and PowerPoint). Nursing background would be advantageous. Note: This post does not form part of any Occupation Specific Dispensation. No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

DUTIES : Key result areas/outputs: Coordinate the evaluation of medical and surgical equipment and consumables for purchase. Liaise with users and suppliers of medical and surgical equipment and consumables. Conduct research and maintain a database of Healthcare Technology. Provide training and guidance on the use of medical and surgical equipment and consumables. Provide training and guidance on the use of the Essential Supplier Database. Assist in the prioritisation of medical and surgical consumables and equipment needs. Represent SCM on Hospital Clinical Advisory Committee. Ensure proper application of contract management. Advisor to bid committee and delegates. Ensure compliance to SCM prescripts. Assist in Procurement Planning and Demand Management.

ENQUIRIES : Ms L Lahner, tel. no. (021) 658-5393
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
CLOSING DATE : 23 February 2018

POST 06/173 : **COMPLIANCE ADVISOR (2 POSTS) (12 MONTHS CONTRACT)**
Directorate: Financial Accounting

SALARY : R334 545 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Experience: Appropriate experience in Finance and Supply Chain Management and Auditing. Experience in effective assessment and monitoring of processes of compliance and risk by evaluating assessments performed. Experience in providing plans or programmes and communication to manager. Experience in compiling trend analysis and performing process mapping. Experience in analysing and determining quality of data. Experience in effective management of staff. Experience in facilitating the audit control processes within the department
Inherent requirements of the job: Valid (Code B/EB) manual driver's licence. Willing to travel and spend long periods away from the office. Competencies (knowledge/skills): Knowledge of operational requirements pertaining to assets, inventory, irregular expenditure, commitments and accruals as well as the relevant reporting requirements. Knowledge of AFS sanitisation processes. Knowledge of LOGIS or SYSPRO. Knowledge of internal controls and compliance management with the ability to draft process maps Computer literacy and extensive experience in Microsoft Excel. Experience in scheduling and attending meetings. Knowledge of effective and correct reporting of irregular expenses by checking the validity of it. Note: No payment of any kind is required when applying for this post. Candidates may be required to do a practical test.

DUTIES : Execute interventions at Health institutions to ensure credibility and correctness of AFS Disclosure Notes. Develop and implement processes of internal controls, capacity interventions and interventions with regard to performance management. Identify cases of non-compliance with financial management policies at institutions. Formal and informal training of staff at institutions and management of staff. Development, facilitating and conducting finance related training and facilitate the audit control processes within the department. Presentation of finding at various management meetings. Perform adhoc investigations as required by management. Apply Finance and Supply Chain Management principles. Identifying risks and implementing of appropriate internal controls. Identify irregular, fruitless and wasteful expenditure. Evaluate expenditure against laws and regulations to ensure compliance. Evaluate of information pertaining to Annual Financial Statements. Drafting of Standard Operating Processes with regards to Finance and Supply Chain Management best practices.

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

FOR ATTENTION : Ms C Dawood
CLOSING DATE : 23 February 2018

POST 06/174 : **SENIOR STATE ACCOUNTANT: FINANCE (DICU) (1 YEAR CONTRACT)**
Directorate: Financial Accounting

SALARY : R281 418 per annum plus 37% in lieu of service benefits

CENTRE REQUIREMENTS : Head Office, Cape Town
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in Finance, Supply Chain Management and Auditing. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to travel and away from home for extended periods. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, auditing principles, Supply Chain Management and Accounting. Ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word). Note: Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Evaluate data of SCM systems of the institutions to ensure credibility thereof. Evaluate Accounting and Supply Chain transactions for all institutions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Ensure the correct use of Accounting Classification Codes.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr DM Pick, tel. no. (021) 940-8925
: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
: Ms C Dawood
: 23 February 2018

POST 06/175 : **SYSTEM CONTROLLER**
Chief Directorate: General Specialist and Emergency Services

SALARY CENTRE REQUIREMENTS : R281 418 per annum
: Forensic Pathology Service, U2 Building, Tygerberg
: Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/systems or related qualification. Experience: Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within Forensic Pathology facilities and to work overtime. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level Computer competency in Microsoft Office Suite. Note: Candidates will be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Manage the Electronic Content Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES APPLICATIONS FOR ATTENTION CLOSING DATE : Mr M Vismer, tel. no. (021) 928-1510
: The Director: Forensic Pathology Service, U2 building, Tygerberg.
: Ms S Samodien
: 23 February 2018

POST 06/176 : **CHIEF FORENSIC OFFICER**
(Chief Directorate: General Specialist and Emergency Services)

SALARY CENTRE REQUIREMENTS : R281 418 per annum
: Forensic Pathology Services based at Paarl Laboratory (L2)
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience in a Forensic Mortuary

Environment. Extensive consecutive and extensive Forensic (Medico-legal) laboratory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work standby duties (after hours) and wear a uniform. Willingness to travel for long periods of time when required. Competencies (knowledge/skills): Ability to communicate clearly and discreetly in person and in writing in two of the three official languages of the Western Cape. Willingness to be trained in forensic investigation and evisceration. Willingness to be trained in 4 x 4 vehicle handling and photography skills. Computer literacy (MS Excel and Word). Ability to work independently and team work when required. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a psychometric and practical test and a security clearance prior to appointment.

DUTIES : (key result areas/outputs): Render an efficient support service to the Mortuary Manager with regard to management of the service (budgets, assets, human resources and operational management). 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. Effective and efficient management of unknown corpses and ability to lift and work with corpses (mutilated, decomposed, infectious viruses, etc). Optimal control of reports and specimens during and after the forensic mortuary process including the completion and administration of statements and documentation. Ensure that staff members adhere to regulations, policies and instructions with regard to duties. Attendance of court cases and delivery of 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 : 02 March 2018

POST 06/177 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
 Central Karoo District

SALARY : R152 862 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum educational qualification: 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. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in Supply Chain and Warehouse management. Appropriate LOGIS experience. Competencies (knowledge/skills): Knowledge of the PMFA, Treasury Directives and Legislation pertaining to Supply Chain Management and procurement work environment. Computer literacy (MS word and Excel). Knowledge and experience of LOGIS system. Good interpersonal skills. Note: No payment of any kind is required when applying this post.

DUTIES : Key result areas/outputs: Receive and capture manually approved requisitions. Issue store items (FIFO principle). Receive goods from supplier. Store goods and Inventory control. Transactions comply with legislative requirements. Manage 0-9 files and capture receipt vouchers. Manage the warehouse and the transit stores. Keep LOGIS system and bin cards up to date. Safeguard of store.

ENQUIRIES : Mr R van Zyl, tel. no. (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 02 March 2018

POST 06/178 : **STERILISATION OPERATOR PRODUCTION (CSSD AND GAS) (2 POSTS)**
 Chief Directorate: Metro District Health Services

SALARY : R107 886 per annum
CENTRE : Karl Bremer Hospital

- REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen. Note: No payment of any kind is required when applying for this post.
- DUTIES** : (key result areas/outputs): Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise of instruments, linen and supplies. Cost effective utilisation of resources. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment. Support to the supervisor and team members.
- ENQUIRIES** : Ms ET Linden-Mars, tel. no. (021) 918-1386
APPLICATIONS : The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
- FOR ATTENTION** : Ms A Dyers
CLOSING DATE : 02 March 2018
- POST 06/179** : **LABORATORY ASSISTANT**
 Chief Directorate: General Specialist and Emergency Services
- SALARY** : R90 234 per annum
CENTRE : Oral Health Centres
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a Dental Laboratory in all aspects of Dental Laboratory assisting. Competencies (knowledge/skills): Good interpersonal skills. Ability to work as a team member. Aptitude to train on the job. Ability to maintain equipment. Ability to communicate in at least two of the three official languages of the Western Cape. Note: A competency test may form part of the selection process. No payment of any kind is required when applying for this post.
- DUTIES** : Key result areas/outputs: Invest and pack dentures. Pour and trim models. Articulate working models. Assist Dental Technologists in handling materials, equipment and errands pertaining to their scope of practice. Basic maintenance of Laboratory equipment. Keep proper statistics of work done in input and output registers.
- ENQUIRIES** : Mr D Taft, tel. no. (021) 937-3068
APPLICATIONS : The Dean/Manager: Oral Health Centres, Private Bag X1, Tygerberg, 7505.
FOR ATTENTION : Ms N Jooste
CLOSING DATE : 02 March 2018
- POST 06/180** : **LINEN STORES ASSISTANT**
 Chief Directorate: Metro District Health Services
- SALARY** : R90 234 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in linen bank in a hospital environment. Inherent requirements of the job: Willingness to work overtime, weekends and public holidays when operational needs require. Physically able to hear and speak clearly. Perform hard physical tasks e.g. pushing heavy linen trolleys to and from the linen bank and wards or departments. Competencies (knowledge/skills): Perform basic routine tasks in the linen bank under supervision. Ability to sort, sluice and count linen. Ability to speak in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.
- DUTIES** : (key result areas/outputs): Provide effective, efficient, safe hygiene and cleaning practices. Provide a supporting service to the supervisor. Daily collection of soiled linen from the wards and other units, then taken to the linen bank. Distribution of clean linen from the linen bank to the wards and other units. Daily sorting, counting, recording and bagging of dirty linen prior to

transfer of linen to Lentegeur Laundry. Daily sluicing of badly stained linen. Adhere to loyal service ethics.

ENQUIRIES : Ms M De Beer, tel. no. (021) 360-4614
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 23 February 2018

POST 06/181 : **HOUSEHOLD AID**
Chief Directorate: Metro District Health Services

SALARY : R90 234 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital environment. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Excellent health status (be able to work with cleaning materials and lifting of equipment). Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Basic knowledge of cleaning procedures and the cleaning equipment. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Responsible for cleaning duties (i.e. sweeping, dusting, moping, scrubbing and polishing), refuse handling and maintenance of general neatness and hygiene in the area. Effectively execute terminal cleaning in isolated areas. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen, serving of meals to patients and Waste Management. Ensure that cleaning equipment is clean after use and securely stored. Effectively use cleaning agents and stock, as well as elementary stock control. Attend in-service training appropriate to service delivery.

ENQUIRIES : Ms M Dankers, tel. no. (021) 360-4389
APPLICATIONS : The Chief Executive Officer: Khayelitsha District Hospital: Metro District Health Services, Private Bag X6, Khayelitsha, 7783.

FOR ATTENTION : Mr A Ernstzen
CLOSING DATE : 02 March 2018

POST 06/182 : **PORTER**
Chief Directorate: Metro District Health Services

SALARY : R90 234 per annum
CENTRE : Metro TB Hospital Centre
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Competencies (knowledge/skills): Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good inter-personal skills. Good work ethics. Professional behaviour. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Effective porter services to clients. Ensure safety of patient and hygiene of environment. Effective utilisation and maintenance of resources. Support supervisor and colleagues.

ENQUIRIES : Mrs M Smuts, tel. no. (021) 713-7621
APPLICATIONS : The Manager: Medical Services Metro TB Hospital Centre: DP Marais Hospital, P.O. BOX 30360, Tokai, 7966.

FOR ATTENTION : Ms A Isaacs
CLOSING DATE : 02 March 2018

POST 06/183 : **CLEANER**
Eden District

SALARY : R83 766 per annum
CENTRE : Thembaletu CDC
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a health environment. Inherent requirement of the job: Incumbent must be strong enough to lift heavy objects and be on their feet the

entire day. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse, waste products and adherence to policy and cleaning practices. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Note: No payment of any kind is required when applying for this post. Successful candidates may be subjected to a practical test.

DUTIES : Key result areas/outputs: General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning clinic grounds, windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to Occupational Health and Safety Policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Facility Manager, Housekeeper and colleagues.

ENQUIRIES : Ms S Pienaar, tel. no. (044) 803-2703
APPLICATIONS : The District Manager: Eden District, Private Bag X6592 George, 6529.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 02 March 2018

POST 06/184 : **GROUNDSMAN**
Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum
CENTRE : Metro TB Hospital Centre
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and grounds maintenance. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as in a team set up. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Maintenance of grounds. Apply and maintain quality and risk. Maintain apparatus and equipment.

ENQUIRIES : Mr C Van Houten, tel. no. (021) 508-8333
APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.
FOR ATTENTION : Ms A Gertse
CLOSING DATE : 02 March 2018