

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
- CLOSING DATE** : 14 May 2018
- 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 POST

- POST 17/73** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: CS 2018-10**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma/B-Degree in Supply Chain Management/ Logistics or any other relevant field; A minimum of 3 years' relevant experience in Supply Chain Management; A valid driving licence. Recommendations: Extensive LOGIS, Bids and Integrated Procurement Solution (IPS) experience. Competencies: Extensive knowledge of Supply Chain Management systems such as a LOGIS and IPS; In-depth working knowledge of BIDS, contracts, leases and service level agreements in the Public Sector; Extensive knowledge of Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Preferential Procurement Policy Framework Act); Good interpersonal skills; Good organisational skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work with diverse stakeholders; Time Managements skills; Analytical and problem solving skills.
- DUTIES** : Responsible for the following: Supply Chain Management operations; Demand and procurement planning; Bids and Electronic Purchasing Systems (IPS); Monthly and quarterly reporting as per National Treasury Regulations and Provincial Treasury Instructions; Departmental inventory and consumables; Maintaining and safe keeping of BIDS, leases and contract documentation.
- ENQUIRIES** : Mr LR Lawrence at (021) 483 6059

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** : 14 May 2018
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OTHER POSTS

- POST 17/74** : **DEPUTY DIRECTOR: STRATEGIC COORDINATION, REF NO: DEDAT 2018-17**
- SALARY CENTRE** : All-inclusive salary package of R657 558 per annum (Level 11)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : 3-Year National Diploma/B-Degree with a minimum of 3 years relevant management experience. Recommendations: B-Degree in Economics or Economics as a tertiary subject; Extensive knowledge of applicable strategic policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; Knowledge of people Management process; Labour Relations. Competencies: Strategic capability and leadership; People Management and Empowerment; Programme and Project Management; Knowledge management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Coordinate strategic and operational planning processes; Coordinate compilation of departmental strategic plan and reporting; Develop and ensure the implementation of departmental programme and project such as the service delivery and implementation plan; Support PPM processes in the Department and provide technical assistance to programme/project managers; Assist the Director in ensuring that departmental programmes and projects correspond with their original strategic intent and scope and provide support to the programmes on the development of strategic objectives aligned to indicators; Manage the Biz Project at departmental level; Support departmental programme/project assurance and reporting; People and Financial Management.
- ENQUIRIES** : Cheryl Julies at (021) 483 9000
- POST 17/75** : **ASSISTANT DIRECTOR: ECONOMIC RESEARCH AND DEVELOPMENT, (2 YEAR CONTRACT POSITION), REF NO: DEDAT 2018-16**
- SALARY CENTRE** : R334 545 per annum plus 37% in lieu of service benefits (Level 9)
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Relevant National Diploma/B-Degree in Economics with a minimum of 3 years' experience in an economic research environment. Recommendations: Honours Degree in Economics. Competencies: Knowledge in the following: Provincial policies on Economic Development; Statistical information applied in economics; Applicable policies and procedures; Labour economics; Development economics; Financial management; Public Service procedures; Advanced statistical analysis skills; Ability to access research sources and databases (Quantec, IHS Markit etc); Sound Project Management skills; Organising, planning and time management skills; Orientated and analytical; Communication (written & verbal) skills; Project conceptualization; Report writing, editing and problem solving; Draft documentation like analytical reports etc; Work under pressure; Make sound judgments; Function as a team member.
- DUTIES** : Assist in the development and management of economic research methodologies and systems; Administer provincial economic impact assessments; Render economic research support services; Ensure vertical and horizontal alignment of economic research, policy and plans of relevant stakeholders; Support the contract management responsibilities by doing the following: Assists in the budgeting processes; Ensure that the correct tender and procurements are adhered to in respect of purchases and projects; Assist in the responsible management, maintenance and safekeeping of assets within the location.

ENQUIRIES : Ms C Kriel at (021) 483 9496

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 17/76 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: MATERNAL FETAL MEDICINE)**

SALARY : Grade 1: R1 151 088 per annum
Grade 2: R1 316 136 per annum
Grade 3: R1 439 112 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 REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Registration with a professional council: Registration with the HPCSA as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist in the Sub-specialty Maternal Fetal Medicine after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in the Sub-specialty Maternal Fetal Medicine. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist in the Sub-specialty Maternal Fetal Medicine after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in the Sub-specialty Maternal Fetal Medicine. Competencies (knowledge/skills): Extensive specialist knowledge in Maternal and Fetal Medicine and areas of research. Specialist knowledge in teaching of all aspects of Maternal Fetal Medicine.

DUTIES : Provide and manage both in and out-patient specialist Maternal Fetal services within the Division of Obstetrics and Gynaecology. Provide specialist clinical service to mothers and babies in-and out-patients in Groote Schuur hospital and affiliated hospitals. Supervise and train under-and post-graduate students in the Department of Obstetrics and Gynaecology. Conduct research. Provide support in respect of administrative and management functions.

ENQUIRIES APPLICATIONS : Prof L Denny, Tel No: (021) 404-4485 lynette.denny@uct.ac.za
: The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms J Heunis/Ms B Alexander

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)".

CLOSING DATE : 11 May 2018

OTHER POSTS

POST 17/77 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY : R499 953 (PN-B3) per annum
CENTRE : Malmesbury CDC, Swartland Sub-district
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. Post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: 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 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 and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

DUTIES : 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 W.R.T data collection, verification, report writing and submission of data, Human resources, i.e. 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. Effective communication with all levels of service delivery.

ENQUIRIES : Ms J van der Westhuizen, Tel No: (022) 482-2729
APPLICATIONS : the Manager: Medical Services, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION : Ms C Julius
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 11 May 2018

POST 17/78 : **OPERATIONAL MANAGER (SPECIALITY AREA: PAEDIATRICS WARD)**

SALARY : R499 953 (PN-B3) per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration as Professional Nurse with the South African Nursing Council. A post basic nursing qualification in Advanced Midwifery and Neonatal Nursing Science or Advanced Paediatrics, or Child Nursing Science, with duration of at least 1 year, accredited with the South African Nursing Council in the specialty referred to above. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in one of the specific specialities after obtaining the 1 year post-basic qualification in the relevant specialty. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the

public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

DUTIES : Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in a Paediatric setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms F Baartman, Tel No: (021) 938-4055

: The Chief Executive Officer, Tygerberg Hospitals, Privat Bag X3, Tygerberg, 7505.

: Ms V Meyer

: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

CLOSING DATE : 11 May 2018

POST 17/79 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)**
Overberg District

SALARY : R394 665 (PN-A5) per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

CENTRE REQUIREMENTS : Caledon Hospital

: 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: 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. Willingness to work overtime and on weekends when required. After-hours weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Decision making and change management skills. Computer literacy. Knowledge of the current applicable requirements for the maintaining of quality standards. Proven sound interpersonal and management skills and/or management qualification. Expertise in Quality Assurance and Infection, and Prevention Control strategies in health.

DUTIES : Responsible for the coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards. Manage the utilisation and supervision of resources effectively. Co-ordinate the provision of effective training, research, maintaining professional growth/ethical standards and self-development. Provide effective support to nursing services. Manage the Quality assurance program of the facility. Collect and collate monthly nursing data and discuss at staff meetings.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms R Darvel, Tel No: (028) 212-1070

: The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

: Ms A Brits

: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

CLOSING DATE : 11 May 2018

POST 17/80 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (FACILITY BASED SERVICES)**
Chief Directorate: Metro Health Services

SALARY : R394 665 (PN-A5) per annum

CENTRE : Northern/Tygerberg Sub-structure Office

- 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 Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: 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. Willingness to work within and lead a team as well as working after hours. Willingness to travel. Competencies (knowledge/skills): Display good interpersonal, leadership, project management including communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Demonstrate basic computer literacy skills (MS Word, Excel and PowerPoint) as a support tool to enhance service delivery. Appropriate knowledge and experience in Primary Health Care and Facility Based Programmes and Services. Experience of outcomes based monitoring and evaluation of priority health programme implementation. Experience in providing technical support including outcomes based monitoring, evaluation, in service training and mentoring of priority primary health care health programme implementation.
- DUTIES** : Facilitate and oversee the development of health programme quality improvement plans and provide operational guidance and technical advice. Support the implementation and operationalisation of facility based programmes that includes maternal health, Women's health, Child health, Chronic Disease management, mental health as well as Infection Prevention and Control. Provide guidance to facility managers for the maintenance of health programme norms and standards in line with the Ideal Clinic Monitoring System. Provide support and guidance for the implementation of disease prevention and health promotion strategies in line with the focus priorities of the department of health including prevention campaigns. Manage and utilize resources in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr JW Lucas, Tel No: (021) 815-8879
- APPLICATIONS** : The Director: Northern/Tygeberg Sub-structure, Bellville Health Park, c/o Frans Conradie & Mike Pienaar Blvd, Bellville 7530.
- FOR ATTENTION** : Ms FG Malan
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 May 2018
- POST 17/81** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R340 431 (PN-B1) per annum
Grade 2: R418 701 (PN-B2) per annum
- CENTRE** : New Somerset Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. 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 specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational

		requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
<u>DUTIES</u>	:	Manage staff wellness clinic. Conduct risk assessment audits. Provide Occupational Health clinical services and a safe and healthy workplace. Provide advisory services on OHS matters. Render an effective and efficient administrative system and control of the Occupational Health Clinic. Liaise with IPC related matters.
<u>ENQUIRIES</u>	:	Ms S Basardien, Tel No: (021) 402-6485
<u>APPLICATIONS</u>	:	The Chief Director: Metro Health Services, Private Bag X15, Parow, 7500.
<u>FOR ATTENTION</u>	:	Ms G Owies
<u>NOTE</u>	:	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)"
<u>CLOSING DATE</u>	:	11 May 2018
<u>POST 17/82</u>	:	<u>ELECTRO CARDIOGRAM ASSISTANT GRADE 1 TO 2 (CARDIOLOGY)</u>
<u>SALARY</u>	:	Grade 1: R185 301 per annum Grade 2: R218 274 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital, Rondebosch
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification (with a duration of at least 2 years) or prescribed in-service training (with a duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Registration: Registration with the HPCSA in the relevant profession where applicable. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Grade 2: A minimum of 10 years relevant experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: In-service training. Competencies (knowledge/skills): Ability to work with children of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.
<u>DUTIES</u>	:	Execute electro cardiograms. Train student clinical technologists, registrars and other medical support personnel. Maintain electrocardiogram equipment. Keep records up to date and record data on Clinicom. Develop and update skills in ECG area. Train student clinical technologist, registrars and other medical support personnel.
<u>ENQUIRIES</u>	:	Prof J Lawrenson/Ms Y Singh, Tel No: (021) 658-5588
<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>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	11 May 2018

POST 17/83 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Overberg District

SALARY : Grade A: R167 778 per annum
Grade B: R197 631 per annum
Grade C: R230 721 per annum

CENTRE : Caledon Hospital

REQUIREMENTS : Minimum education qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willing to perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy. Problem solving and analysis skills combined with production and process knowledge.

DUTIES : Maintain and repair electrical, air conditioner and mechanical installations and equipment. Knowledge of plumbing, civil tasks, painting, tiling and brick layering. Supervise, compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedures. Supervise and control over equipment, stock, materials and tools used within the workshop. Supervise staff (including training), divisional work schedules and completed job cards.

ENQUIRIES : Ms N Fudu, Tel No: (028) 212-1070

APPLICATIONS : The District Director: Overberg District Office, PO Box X07, Caledon 7230.

FOR ATTENTION : Ms A Brits

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 18 May 2018

POST 17/84 : **PERSONNEL OFFICER (PEOPLE MANAGEMENT)**
Overberg District

SALARY : R152 862 per annum

CENTRE : Overberg District Office, Caledon

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management. Appropriate experience regarding the PERSAL salary system. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). Basic understanding of People Management. Knowledge and experience of PERSAL and their relevant functions.

DUTIES : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

ENQUIRIES : Mr D September, Tel No: (028) 214 5854

APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 18 May 2018

POST 17/85 : **LINEN STORE ASSISTANT**
West Coast District

SALARY : R90 234 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Proven experience in an Industrial Laundry. Inherent requirements of the job: Willingness to work weekends and public holidays. Must be physically fit to lift heavy equipment. Competencies (knowledge/skills): Good interpersonal skills. Ability to count accurately. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Handle soiled, infectious linen. Pack clean linen in all areas of the hospital. Mend, condemn and count linen. Work on laundry equipment in a cost effective manner. Provide support to Supervisor.

ENQUIRIES : Ms ME van Vuuren, Tel No: (022) 709-7213
APPLICATIONS : The Manager: Medical Services, Private Bag X3, Vredenburg, 7380.
FOR ATTENTION : Mr J Engel
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 May 2018

POST 17/86 : **HOUSEHOLD AID**
West Coast District

SALARY : R90 234 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Previous Hospital and/or Clinic or other Health Facility cleaning experience. Inherent requirement of the job: Willingness to work shifts, night duty and on public holidays. Competencies (knowledge/skills): Ability to work with heavy duty household/cleaning equipment. Knowledge of infection control and safety procedures of a hospital/clinic environment.

DUTIES : Render an effective, efficient and safe hygiene service in the hospital. Cost effective usage of cleaning materials and equipment. Correct handling and disposal of waste and medical waste. Correct handling of soiled linen. Assist with service of meals and beverages to patients. Render a support service to supervisor.

ENQUIRIES : Ms L Kotze, Tel No: (022) 921-2153
APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
FOR ATTENTION : Ms M De Koker
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 May 2018

POST 17/87 : **FOOD SERVICES AID (2 POSTS)**
Chief Directorate: Rural Health Services

SALARY : R90 234 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food

and other products. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms H Botha, Tel No: (023) 348-1222
APPLICATIONS : To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 18 May 2018

LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 14 May 2018
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 POST

POST 17/88 : **REGISTRY CLERK/DRIVER: REGISTRY SERVICES, REF NO: LG 2018-21**
SALARY : R152 862 per annum (Level 5)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code 08 driving licence (Manual). Recommendations A minimum of 1 year relevant working experience; Registry/ Records Management course. Competencies: A good understanding of the following: Provincial Archive and Records Services of the Western Cape Act (Act no.3 of 2005); J-track system; Public Services Act, Regulations and Code of conduct; Batho Pele principles; Registry policy and procedure manual; Managing data base and filing system; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.
DUTIES : Administration of historical records; Transport services for Record Management and registry; Assist in conducting audits, inspection and review.
ENQUIRIES : Ms N Mrawuzeli at (021) 483 8147

DEPARTMENT OF THE PREMIER

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CLOSING DATE : 14 May 2018
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OTHER POSTS

<u>POST 17/89</u>	:	<u>ICT TEAM LEADER: E-GOVERNMENT FOR CITIZENS, REF NO: DOTP 2018-38</u>
<u>SALARY</u>	:	All-inclusive salary package of R657 558 per annum (Level 11)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	3-year National Diploma/Degree: Computer Science, Computer Systems, Software Development, Web Development or similar aligned qualification with a minimum of 5 years' experience in ICT planning and development of which 3 years must be management experience. Recommendations: Extensive experience in planning and developing websites, web applications and/or mobile applications using Drupal; Familiarity with the E-Government environment. Competencies: Knowledge of the following: Excellent analytical & problem solving skills. Sound planning and organising skills. Programming (PHP) and data modelling (UML). Knowledge of the following: open source and proprietary content management and web portal software; large scale web project / enterprise portal development; project management best practices and theory specifically Agile approaches; accessibility & user experience concepts; and, the E-Government environment. Participation in Open Source communities of practice.
<u>DUTIES</u>	:	Maintain, extend, and support Web Content Management and Hosting platforms for WCG digital channels. Plan, develop and maintain web and mobile applications including research, system analysis, module development, integration, theming, testing and debugging. Technical management and coordination of multiple vendors involved in delivery of digital government projects. Develop and implement standard operating procedures and technical standards aligned to digital government policies and strategies. Advise clients, vendors, and internal managers on best practice in digital publishing systems.
<u>ENQUIRIES</u>	:	Mr C Wakeford at (021) 483 3528
<u>POST 17/90</u>	:	<u>RISK ADVISOR: ENTERPRISE RISK MANAGEMENT, REF NO: DOTP 2018-40</u>
<u>SALARY</u>	:	R334 545 per annum (Level 9)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma/B-degree with a minimum of 3 years' risk management experience. Recommendations: Experience in the facilitation of risk identification and analysis workshops. Competencies: Extensive knowledge of ERM processes and techniques; Excellent communication skills (verbal and writing) dealing with various levels of management; Analytical thinking.
<u>DUTIES</u>	:	Participate in the development of the risk management framework for allocated departments; Responsible for implementing the relevant aspects of the risk management implementation plan for allocated departments; Facilitate of risk identification and analysis workshops for allocated departments; Provide guidance and advice during the workshop; Monitor and review the identified risk response activities; Advocate and promote risk management in the allocated departments.
<u>ENQUIRIES</u>	:	Ms Aaqelah Haq at (021) 483 8318
<u>POST 17/91</u>	:	<u>ASSET MANAGEMENT OFFICER: ASSET AND INVENTORY MANAGEMENT, REF NO: DOTP 2018-39</u>
<u>SALARY</u>	:	R281 418 per annum (Level 8)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A relevant 3-year National Diploma/B-Degree with a minimum of 3 years' relevant experience in accountancy and in the management of assets and inventory items; A valid driving licence. Recommendations: Working knowledge and experience of the following: Government's financial/accountancy processes; Government's asset and inventory systems;

- Government's asset and management processes; Information technology industry; Asset verification process; Accountancy/mathematical skills. Competencies: Knowledge of the following: Accounting treatment of IT assets and inventory items; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Identify, Implement and maintain storage control and storage safeguarding procedures; Plan and arrange quarterly inventory stock take/ annual asset verification programme and oversee the process; Monitor and manage the receipt and issue of inventory/assets on the applicable system; Oversee the asset and inventory receipt, bar coding, recording and payment process.
- ENQUIRIES** : Ms A Stassen at (021) 483 2934
- POST 17/92** : **HR PRACTITIONER: PEOPLE ANALYTICS, REF NO: DOTP 2018-36**
- SALARY** : R281 418 per annum (Level 8)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : 3-year National Diploma/Degree in Business Computer Science/ People Management/ Statistics/ Organisational Psychology/ Management Information Science or other relevant qualification within the business management and systems environment; A minimum of 3 years' relevant experience in a people management / business analytics environment. Recommendations Working knowledge of HR Systems; Proven presentation and research skills; a valid driving licence. Competencies: Knowledge of the following: Regulatory framework governing the PM function; PM practices and strategies; Monitoring and Evaluation of projects and programmes; Systems and business processes based on global lead practice; Research and product design; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Advanced computer literacy (MS Word, Excel, PowerPoint); Excellent report writing skills.
- DUTIES** : Conduct evaluations and assessments of People Management Practices, projects and programmes; Conduct research on global People Management trends to inform lead practices and improvement; Provide support for the management and implementation of People Management Strategic Frameworks; Monitor People Management compliance and report on People Management functional improvement; Provide People Management Oversight reports and trend analysis to stakeholders; Convene stakeholder workshops/meetings for data enhancement and strategic People Management data integration; Establish stakeholder partnerships and client liaison; Assist in the establishment of province-wide PM standards and input into national people analytics practices and metrics development; Motivation, training, evaluation and supervision of subordinates.
- ENQUIRIES** : Mr A. Troskie (021) 483 6255

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** : 14 May 2018
- 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.

MANAGEMENT ECHELON

<u>POST 17/93</u>	:	<u>CHIEF DIRECTOR: GOVERNMENT MOTOR TRANSPORT (GMT) (REF NO: TPW 2018-73)</u>
<u>SALARY</u>	:	All-inclusive salary package of R1 127 334 - R1 347 879 per annum (Level 14)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Relevant undergraduate qualification (NQF level 7) as recognised by the SAQA; Minimum of 5 years experience at a senior management level; Minimum of 4 years relevant experience within a vehicle fleet management environment; A valid Code B driving license. Recommendations: None. Competencies: Strategic Capability and Leadership; People Management and empowerment; Programme and project management; Financial management; Change management; Supply chain management; Knowledge management; Service Delivery Innovation; Problem solving and analysis
<u>DUTIES</u>	:	Strategic Capability and Leadership (Incl Change Management): Translate the vision for the organisation into trading entity goals; Develop and implements strategies for the chief directorate; Align programmes and operational support; Participate in the departments strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme & Project Management (Line Functions): Manages (develop, implement, evaluate and adjust) programme / projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e Manage fleet services; Manage fleet operations; Ensure an effective and efficient fleet repair and maintenance service; Manage fleet risk; Ensure effective financial management services to GMT; Ensure effective management accounting services; Ensure effective financial accounting services; Ensure effective asset and supply chain management services; Ensure sound financial governance practises; Provide management support services; Facilitate and coordinate statutory reporting and stakeholder relations for GMT; Provide office support services; Provide ICT management services; Identify, implement and maintain ICT application systems; Coordinate and facilitate the introduction and optimisation of systems; Liaise with CEI and other service providers; Ensure systems security; Facilitate training w.r.t ICT systems at GMT. Ensure efficient and effective oversight and management for all financial resources/aspects of the trading entity and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the trading entity; Compile and manage budgets; Control cash flow; Institute risk management and administer tender procurement process; Recognised financial practises in order to ensure the achievement of the organisational objectives; Take ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the trading entity to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning; Motivate, train and guide staff within the trading entity, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the trading entity; Promotion of sound labour relations; Diversity management. Participate in the development and implementation of the department's strategy and the resourcing of the strategic objectives in a sustainable manner; Active involvement in all material business decisions to ensure that the immediate and longer term implications,

opportunities, risks are fully considered; Develop and promote a system of good financial management so that public money is safeguarded at all times and is used appropriately, economically, efficiently and effectively.

ENQUIRIES :

Adv. Kyle Reinecke at (021) 483 5455

POST 17/94 :

DIRECTOR: FLEET SERVICES (REF NO: TPW 2018-79)

SALARY :
CENTRE :
REQUIREMENTS :

All-inclusive salary package of R948 174 - R1 116 918 per annum (Level 13)
Department of Transport and Public Works, Western Cape Government
Relevant undergraduate qualification (NQF level 7) as recognised by SAQA;
Minimum of 5 years' experience at a middle/senior management level;
Minimum of 6 years proven experience within a vehicle fleet management environment; A valid Code B driving licence. Recommendations: None.
Competencies: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial management; Change management; Supply chain management; Knowledge management; Service delivery innovation; Problem solving and analysis.

DUTIES :

Strategic Capability and Leadership (incl. Change Management): Translate the vision for the organisation into directorate goals; Develop and implements strategies for the directorate; Align programmes and operational support; Participate in the GMT strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments.
Programme & Project Management (Line Functions): Manages (develop, implement, evaluate and adjust) programme / projects that lead to the achievement of the long-term strategic objectives of the organisation, i.e Manage fleet services; Plan and acquire fleet; Render effective general vehicle rental services; Provide fleet administration services; Ensure an effective and efficient fleet repair and maintenance service; Oversee the client care centre Oversee repair and maintenance coordination centre; Provide a fleet quality assurance service; Manage the performance of suppliers; Manage fleet risk; Manage and administer accidents and claims in favour of the state; Manage and administer fleet and non-vehicle losses; Manage and administer third parties accidents and claims against the state; Manage the operational risk assessment of GMT. Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance: Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the directorate; Compile and manage budgets; Control cash flow; Institute risk management and administer tender procurement process; Recognised financial practises in order to ensure the achievement of the organisational objectives; Take ownership of key planning, budgeting and forecasting processes and answers questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management. Management of the human resources of the Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, and appreciated and performance orientated staff and sound labour relations: Manage and encourage people, optimize their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning; Motivate, train and guide staff within the chief directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the chief directorate; Promotion of sound labour relations; Diversity management.

ENQUIRIES :

Adv. Kyle Reinecke at (021) 483 5455

OTHER POSTS

POST 17/95 : **PROGRAMME MANAGEMENT ADMINISTRATOR:
PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: EDUCATION,
REF NO: TPW 2018-75**

SALARY : R334 545 per annum (Level 9)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant 3-year National Diploma/B-degree with a minimum of 3 years' relevant experience in Project Management. Recommendations: Experience in the following; Management of people; Information Systems/ IT; Programme/ Portfolio Management; Business Process Design. Competencies: Use and application of Project Management Information Systems, document administration and control; Information Management; Proven computer literacy; Training / support to users; Good communication (written and verbal) communication skills in at least two of the official languages of the Western Cape; Report writing and strategic thinking skills; Good planning and organisational skills.

DUTIES : Effective management of Programme Information Administrators and support of the Project & Programme Management Discipline; Ensuring appropriate performance of subordinate project information administrators and managing the performance of key resources (staff, systems, information, budgets, etc.); Maintain high-level competency in the deployment and application of the enterprise programme management information system/s (such as RPM/EPM), improvements and upgrades; Assist the relevant stakeholders, including programme/ project managers and project teams, by providing a framework for them to operate within, including structures, processes, reporting lines, standards and coaching; Ensure capture of accurate and useful project information and production of reports including all prescribed reports (such as APP, APR, QPR, IRM, etc) that are timeously made available to all users as required and that the project documentation are available for auditing purposes; Support the production of the statutory annual documents (viz. the Infrastructure Programme Implementation Plans (IPIPs), and the Service Delivery Agreements) between Education Infrastructure and its client departments with correct inputs and that documents are correctly compiled to the relevant standard; Monitor the executive approval process, distribute and file the signed copies.

ENQUIRIES : Mr C Croeser at (021) 483 2848

POST 17/96 : **CHIEF WORKS INSPECTOR: MECHANICAL: HOSPITALS - METRO
EAST/WEST, (2 POSTS), REF NO: TPW 2018-71**

SALARY : R281 418 per annum (Level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S streams); or a NTC 3 (or equivalent qualification) and a passed trade test in the building environment; or Registration as an Engineering Technician; A minimum of 5 years' experience in a building construction on-site experience; A valid driver's licence and willingness to travel regularly. Recommendations: Appropriate experience in the mechanical environment and contract administration with regards to the installation and maintenance of lifts, air-conditioning, refrigeration, fire-fighting equipment and pumps; Experience in preparation of specifications, plans and working drawings and the ability to interpret Bills of Quantities; Technical experience of mechanical matters, familiar with contract administration, Occupational Health and Safety Act and relevant regulations. Competencies: Knowledge of the following: Facets of the construction industry and National Building Regulations; Latest SANS and SANS 10400 (Electrical wiring code); Compilation of specifications and tender regulations; Proven computer literacy; Technical report writing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Customer focus and responsiveness; Quality management; Scope change management.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new work of health facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessments, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr A van Niekerk at (021) 483 4562

POST 17/97 : **ADMINISTRATION OFFICER: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO: TPW 2018-72**

SALARY : R226 611 per annum (Level 7)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Relevant 3-year National Diploma/B-Degree with a minimum of 1 year experience in rendering administrative support. Recommendations: Previous experience in a research, policy and strategy environment. Competencies: Knowledge of the following: National, Provincial and Departmental policies, prescripts and practices regarding multi-sector infrastructure; Research and planning methodology; Relevant software packages and sound application of relevant computer programmes; Basic analysis and report writing; Human capital administration; Financial administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Draft documentations like submissions, reports, letters etc; Plan administrative activities for diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Run and maintain a Record Management System.

DUTIES : Provide administrative and secretarial support, and assist with the logistical planning and organising of meetings, workshops, etc., pertaining to the line function responsibilities of the sub-directorate; Management of procurement of goods and services for the sub-directorate by means of the prescribed procurement procedure; Conduct basic research pertaining to infrastructure planning and delivery; Compile reports, analyse and make notes and/or recommendations on infrastructure related policies, strategies and plans; Assist with advising relevant stakeholders on National, Provincial, Local and Departmental policies and strategies.

ENQUIRIES : Ms K Hyman at (021) 483 9988

POST 17/98 : **ACCOUNTING CLERK: DEBT MANAGEMENT, REF NO: TPW 2018-70**

SALARY : R152 862 per annum (Level 5)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) with Accounting as a passed subject. Recommendations: 1-year appropriate experience in Debt Management.; A valid code B driving licence Competencies: Systematic approach; Numerical skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Handle all the activities in billing administration; Handle the collection of revenue administration; Manage and maintain the customer database; Assist in the execution of debtor administration, audit queries and reports; Assist with the compiling of revenue information and reports and annual financial statements.

ENQUIRIES : Mrs I Muller at (021) 467 4737

POST 17/99 : **ACCOUNTING CLERK: EXPENDITURE MANAGEMENT, REF NO: TPW 2018-68**

SALARY : R152 862 per annum (Level 5)

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12) with Accounting as a passed subject. Recommendations: 1-year appropriate experience in Debt Management.; A valid code B driving licence Competencies: Knowledge in the following: Proven computer literacy in MS Word, MS Excel and Outlook; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape Province; Numerical skills; Systematic approach.

DUTIES : Handle all payment activities (creditor accounts); Handle Subsistence and travel allowances and Cellular Phone Accounts; Handle the collection/reimbursement of all Petty cash related expenditure and top-up of float; Handle the financial aspects regarding the maintaining of Vehicle Fleet Account; Handle the document control function.

ENQUIRIES : Mrs Proctor-Fourie at (021) 467 4792