

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

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

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

**OTHER POSTS**

**POST 26/337** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**  
Metro Health Services

**SALARY** : R1 643 352 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** : Valkenberg Hospital (This is a joint appointment with the University of Cape Town)

**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with (HPCSA) as a Medical Specialist in Psychiatry. Experience: A minimum of 3 year's appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel to meet service needs. Willingness to work overtime. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff. Extensive experience in conducting and supervising research. Demonstrated experience of engagement at all levels of care Extensive appropriate management experience of clinical services as well as supervisory experience. Recognised academic achievement and leadership as demonstrated in further qualifications, publication and teaching portfolio.

**DUTIES** : Head the Clinical Psychiatric services of Valkenberg Hospital and provide clinical leadership (strategic planning, monitoring and evaluation) and supervisory management of the Department. Responsible for the development and maintenance of high quality, evidence-based psychiatric assessment, treatment and rehabilitation programmes. Provide an effective psychiatric consultation service and outreach to the Sub-districts that form part of the Valkenberg Catchment Area Service Platform. Responsible to the Executive Head of Department of Psychiatry of the University of Cape Town (UCT) for academic activities at Valkenberg Hospital including training and supervision of students and post graduates affiliated to the university. Accountable to the CEO of Valkenberg Hospital for the performance of clinical services and the management of human and financial resources, as a Functional Business Unit Manager at the Hospital. Perform appropriate clinical operational research and conduct and supervise research activities.

**ENQUIRIES** : Ms C Dean, Tel No: (021) 826-5786

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

**FOR ATTENTION** : Ms C Dawood

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

**CLOSING DATE** : 13 July 2018

**POST 26/338** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**  
Chief Directorate: Rural Health Services

**SALARY** : Grade 1: R1 051 368 per annum  
Grade 2: R1 202 112 per annum  
Grade 3: R1 395 105 per annum

		(A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	George Hospital
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. <b>Grade 2:</b> A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. <b>Grade 3:</b> A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office) is mandatory. Ability to perform basic laparoscopic surgery.
<b><u>DUTIES</u></b>	:	Render an efficient and cost-effective Obstetrics and Gynaecology service to patients managed by the institution and District Health Care Services in the District by balancing throughput with quality. Assist with Effective and efficient administration of the Obstetrics and Gynaecology Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Assist the Head of the department with Antibiotic stewardship. Effective and efficient training of clinical staff, including elective students.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Dr ZN North, Tel No: (044) 802-4535
	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr BH Cassim
	:	No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".
<b><u>CLOSING DATE</u></b>	:	13 July 2018
<b><u>POST 26/339</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: OBSTETRICS AND NEONATOLOGY)</u></b> Chief Directorate: Rural Health Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R532 449 (PN-B3) per annum
	:	George Hospital
	:	Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional Council: Registration with the SANC as a Professional Nurse and proof of current registration (i.e. annual licensing receipt for 2018). 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 the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies knowledge/skills): Knowledge and insight of legislation and policies relevant to current Nursing practices within the Public Service as well as the ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Ability to

		manage own work and that of the units reporting to the post with good auditing skills and computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage effectively the utilisation and supervision of resources and maintain professional growth/ethical standards and self-development. Display of core values of the Department of Health WCG in the execution of duties.
<b><u>ENQUIRIES</u></b>	:	MS GE Sellars, Tel No: (044) 802-4537
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<b><u>FOR ATTENTION</u></b>	:	Mr BH Cassim
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 July 2018
<b><u>POST 26/340</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R532 499 (PN-B3) per annum
<b><u>CENTRE</u></b>	:	Wellington CDC (1 post), Gouda Clinic (X1 post)
<b><u>REQUIREMENTS</u></b>	:	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 qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership, communication skills, strong sense of responsibility and ability to effectively communicate in at least two of the three official languages of the Western Cape. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation and knowledge of Human resource and financial policies. Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms C Solomons, Tel No: (021) 862-4520
<b><u>APPLICATIONS</u></b>	:	To the District Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.
<b><u>FOR ATTENTION</u></b>	:	Ms JB Salie
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 July 2018

<b><u>POST 26/341</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	R532 499 (PN-B3) per annum
<b><u>CENTRE</u></b>	:	Witzenberg Sub-district
<b><u>REQUIREMENTS</u></b>	:	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. A post basic 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: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).
<b><u>DUTIES</u></b>	:	Manage, control and act in facet of Health-, Support-, Security-, Cleaning-Infection control and Ground services. Personnel matters including Supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short-/medium-/long term basis. Rendering of Clinical services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participation in Community involvement. Collection, verification and timeous submission of accurate statistics.
<b><u>ENQUIRIES</u></b>	:	Mr L Wawini, Tel No: (023) 316-9600
<b><u>APPLICATIONS</u></b>	:	To the District Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
<b><u>FOR ATTENTION</u></b>	:	Ms JB Salie
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	13 July 2018
<b><u>POST 26/342</u></b>	:	<b><u>PRIMARY HEALTH CARE MANAGER</u></b> West Coast District
<b><u>SALARY</u></b>	:	R444 693 per annum
<b><u>CENTRE</u></b>	:	Bergriver Primary Health Care
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate health related qualification (i.e. National/Diploma/Degree) that allows registration with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC)/South African Pharmacy Council (SAPC). Registration with a professional council: Current registration with a Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) or Pharmacy Council of South Africa (SAPC). Experience: Appropriate experience in District Health Systems/Management/Services. Appropriate experience in Primary health care management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency (written and verbal) in at least two of the three official languages of the Western Cape. Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution-skills, as well as computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof, as well as experience in office administration, financial and procurement administration.
<b><u>DUTIES</u></b>	:	Operational and strategic management of PHC services in Rural District Health Services for the Bergriver Sub-district. Overall efficient management of

the PHC services of the Sub-district with regard to policy implementation and procedures to ensure integrated and quality services are rendered. Manage, coordinate, plan, monitor and evaluate all primary care health services and programmes to ensure efficiency, integration and improved health outcomes. Manage Human Resources, Skills Development and Labour Relations, as well as critical support functions. Ensure adequate financial planning and control through efficient financial and budget management. Liaise and interact with micro/specific and macro/general environment-networking.

**ENQUIRIES** : Ms C Bester, Tel No: (022) 487-9210/Dr B Smith, Tel No: (022) 487-9201  
**APPLICATIONS** : The District Director: West Coast district Office, Private Bag X15, Malmesbury, 9299.

**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 July 2018

**POST 26/343** : **RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY THERAPY)**

**SALARY** : Grade 1: R374 364 per annum  
 Grade 2: R440 982 per annum  
 Grade 3: R519 456 per annum

**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiation Oncology (Therapy) Radiographer. Registration with a professional council: Registration with the HPCSA as a Radiation Oncology (Therapy) Radiographer. Experience: Grade 1: **Grade 1:** None after registration with the HPCSA in the relevant profession (where applicable) in respect of RSA qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A Minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of SA qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Must be willing to work shifts when required. Physics ability to handle quality assurance equipment. Valid Code (B/EB) driver's licence. Competencies (knowledge/skills): Skills and knowledge pertaining to the scope and statutory requirements of the profession of Radiographer. Good communication, interpersonal relationship, research and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy.

**DUTIES** : Supply physics support to treatment planning and on the radiotherapy treatment floor, including management of licensing requirements. Control, delegate and co-ordinate quality assurance -related activities in radiotherapy in conjunction with medical physicists. Manage and develop the Quality Management System in radiotherapy. Perform dosimetry, quality assurance and radiation protection functions of medical physics in the Department of Radiation Oncology, with support to Nuclear Medicine and Diagnostic Radiology. Assist with lecturing of the under-and post-graduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the teaching, research and development programmes of the Medical Physics Department.

**ENQUIRIES** : Ms H Mac Gregor, Tel No: (021) 404-6275 or E-mail: hannelie.macgregor@uct.ac.za

**APPLICATIONS** : To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Ms N Mbilini

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 13 July 2018

**POST 26/345** : **ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)**

**SALARY** : Grade A: R179 523 per annum  
Grade B: R211 464 per annum  
Grade C: R246 870 per annum

**CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
Minimum educational qualification: Appropriate Trade Test Certificate.  
Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.  
Inherent requirement of the job: Valid (Code B/EB) driver's licence.  
Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to do welding work.

**DUTIES** : Repair and maintenance of air-conditioning and refrigeration systems including screw chillers refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures. Perform standby duties when necessary.

**ENQUIRIES APPLICATIONS** : Mr AK Mgcodo, Tel No: (021) 404-6314  
To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION NOTE** : Ms N Mbilini  
Shortlisted candidates will be subjected to do a competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 20 July 2018

**POST 26/346** : **ARTISAN PRODUCTION GRADE A TO C**

**SALARY** : Grade A: R179 523 per annum  
Grade B: R211 464 per annum  
Grade C: R246 870 per annum

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Appropriate Trade Test Certificate.  
Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.  
Inherent requirements of the job: Valid driver's licence (Code B/EB) and own reliable vehicle for overtime duties. Ability to perform standby and overtime duties. Competencies (knowledge/skills): Appropriate experience in the carpentry field, general carpentry repairs and partitioning. Ability to work independently and under pressure, with good organisational as well as team skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to climb under/over obstacles, climb ladders and work at heights. Ability to operate and use required tools and equipment skilfully and safely.

**DUTIES** : Maintenance and repair of all plant and equipment at Red Cross Hospital under the supervision of the Artisan Foreman. Maintain and repair carpentry installations and equipment at the institution. Manufacture wooden structured items and laying of floor covering. Perform necessary administrative functions, train and supervise subordinates. Assist with the execution of engineering projects and control over tools and materials. Assist Artisan Foreman with his duties.

**ENQUIRIES** : Mr D Brindley, Tel No: (021) 658-5124

**APPLICATIONS** : To the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Rondebosch, 7701.

**FOR ATTENTION NOTE** : Ms T Nqola  
Shortlisted candidates may be subjected to a competency test. No payment of any kind will be required when applying for this post.

**CLOSING DATE** : 20 July 2018

**POST 26/347** : **ADMINISTRATION CLERK: WARDS**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R163 563 per annum  
Karl Bremer Hospital  
Minimum educational qualification: Grade 12/ Senior Certificate (or equivalent). Experience: Appropriate experience in a ward environment and working with clients. Inherent requirement of the job: Willingness to work shifts, weekends, night duty and relief in other departments. Competencies (knowledge/skills): Good communication skills, both verbal and written, in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel). The ability to type approximately 20-25 words per minute. Knowledge or experience of the LOGIS system. Knowledge or experience of the Clinicom (Hospital Information) System. Problem solving and conflict management with good planning and organisational skills. Ability to maintain confidentiality.

**DUTIES** : Deliver an effective admin support service to members of the health team. Performing administrative duties, e.g. record-keeping of all nursing personnel activities, typing, faxing and photocopying. Answering telephone and arranging appointments. Complete and file documents according to the filing system of the department. Perform relief duties as requested. Complete daily, weekly and monthly statistics, report and data capturing. Ordering of ward stock on LOGIS and assist with asset control.

**ENQUIRIES APPLICATIONS** : Ms I Adams, Tel No: (021) 918-1206  
To the Manager, Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION NOTE** : Ms A Dyers  
Shortlisted candidates could be subjected to a practical test. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 20 July 2018

**POST 26/348** : **CLEANER**  
Overberg District

**SALARY CENTRE REQUIREMENTS** : R96 549 per annum  
Overberg District Office  
Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner. Inherent requirement of the job: Rotate in different departments according to operational need and requirements. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse/waste products. Ability to function independently and/or as part of a team. Ability to work under pressure.

**DUTIES** : General cleaning (i.e. dust, sweep, vacuum, polish of floors and furniture, clean windows, toilets scrubbing and mopping, emptying of dustbins and removal of rubbish bags according to the day/weekly program of the cleaning services. Prepare boardroom/training room and other venues for meetings and ensure cleaning thereafter. Render an effective, efficient and safe hygiene service in and around the District Office. Effective management of equipment and stock control. Render assistance to the supervisor.

**ENQUIRIES APPLICATIONS** : Mr DW September, Tel No: (028) 214-5854  
The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION NOTE** : Ms A Brits  
No payment of any kind is required when applying for this post.

**CLOSING DATE** : 20 July 2018

## 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](http://www.westerncape.gov.za/jobs)
- CLOSING DATE** : 16 July 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 contact the Helpline: 086 1145 465 OR Email: [candidates@erecruit.co.za](mailto:candidates@erecruit.co.za). Please ensure that you submit your application before the closing date as no late applications will be considered.

### OTHER POST

- POST 26/349** : **PROFESSIONAL ENGINEERING PRODUCTION: MECHANICAL. REF NO: TPW 2018- 143**
- SALARY** : Grade A: R679 338 - R728 400 per annum  
Grade B: R769 611 - R829 107 per annum  
Grade C: R879 975 - R1 036 557 per annum  
(Salary will be determined as per OSD prescripts).
- CENTRE REQUIREMENTS** : Department of Transport and Public Works, Western Cape Government  
Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience; Compulsory registration with ECSA as a professional engineer; Valid driving licence. Recommendations: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge of the following: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.
- DUTIES** : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure thorough evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
- ENQUIRIES** : Ms Jodie Thomas at (021) 483 2004