

**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 34/69** : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY (ACUTE CARE))**  
18 Months Contract

**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).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Surgery. Competencies (knowledge/skills): Ability to work in a team and under pressure.

**DUTIES** : Provision of evidence-based quality patient care. Maintaining a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the Acute Care Surgery team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Acute Care Surgery admissions unit and theatre.

**ENQUIRIES** : Prof E Steyn, Tel No: (021) 938-9271  
**APPLICATIONS** : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Ms V Meyer  
**NOTE** : No payment of any kind is required when applying for the 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** : 07 September 2018

**POST 34/70** : **MEDICAL SPECIALIST (ORTHOPAEDIC SURGEON (UPPER LIMB SURGEON) (5/8TH POST) (X4 POSTS))**

**SALARY** : Grade 1: R657 105 per annum  
Grade 2: R751 320 per annum  
Grade 3: R871 941 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).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as an Orthopaedic Surgeon. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Medical Specialist in Orthopaedics. <b>Grade 2:</b> A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. <b>Grade 3:</b> A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirement of the job: Experience in Orthopaedic Upper Limb Surgery. Competencies (knowledge/skills): Ability to work in a team and under pressure.
<b><u>DUTIES</u></b>	:	Provision of evidence-based quality patient care. Maintaining a safe, efficient, appropriate environment for quality patient care in a tertiary academic setting. Educating and training of all trainees and members of the Orthopaedic Surgery team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Orthopaedic Upper Limb Service for orthopaedic and elective and trauma surgery.
<b><u>ENQUIRIES</u></b>	:	Prof J Du Toit, Tel No: (021) 938-9266
<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
<b><u>NOTE</u></b>	:	Ms V Meyer
<b><u>CLOSING DATE</u></b>	:	No payment of any kind is required when applying for this post.
	:	07 September 2018
<b><u>POST 34/71</u></b>	:	<b><u>ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)</u></b> West Coast District
<b><u>SALARY</u></b>	:	R581 826 (PN-B4) per annum
<b><u>CENTRE</u></b>	:	Malmesbury Community Day Centre
<b><u>REQUIREMENTS</u></b>	:	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. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science, Health Assessment Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills. Ability to function independently as well as 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. Computer literacy (MS Word and Excel). Ability to communicate effectively (both written and verbal), in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Responsible for operational and strategic management of District Health Services for the Sub-District, i.e CDC's, clinics, mobiles and satellites. Provide clinical supervision and support services at Sub-district level. Ensure efficient financial planning and control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Ensure the provision of high quality services measured by outcomes of various quality assurance activities.

**ENQUIRIES** : Ms J van der Westhuizen, Tel No: (022) 482-2729  
**APPLICATIONS** : the District Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr E Sass  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 07 September 2018

**POST 34/72** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPTHALMOLOGICAL NURSING)**  
Eden District

**SALARY** : Grade 1: R362 559 per annum  
Grade 2: R445 917 per annum

**CENTRE** : Knysna 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 by the Ophthalmological Nursing. 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: **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: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and computer literacy (MS Word and Excel). Ability to function independently, as well as in a multi-disciplinary team to ensure good nursing care. Proficient in the Ophthalmic Clinical practice with regard to Care Provision and management. Demonstrate an in-depth knowledge of Professional, Ethical and Legal practice. Ability to communicate effectively (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.

**ENQUIRIES** : Ms L Ziervogel, Tel No: (044) 302-8400  
**APPLICATIONS** : To the District Manager: Eden District Office, Private Bag X6592, George, 6530  
**FOR ATTENTION** : Ms S Pienaar  
**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)"

**CLOSING DATE** : 14 September 2018

**POST 34/73** : **ORAL HYGIENIST GRADE 1 TO 3**  
Central Karoo District

**SALARY** : Grade 1: R300 828 per annum  
Grade 2: R352 707 per annum  
Grade 3: R415 482 per annum

		(Plus a non-pensionable rural allowance of 17% of the basic salary)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Beaufort West PHC
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Experience: <b>Grade 1:</b> None after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. One-year relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel long distances.
<b><u>DUTIES</u></b>	:	Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Render preventive oral health services throughout the Central Karoo District, both at clinics and at creche/schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.
<b><u>ENQUIRIES</u></b>	:	Dr AJ Muller, Tel No: (023) 414-8200
<b><u>APPLICATIONS</u></b>	:	To the District Manager, Eden District Office: Private Bag X6592, George, 6530
<b><u>FOR ATTENTION</u></b>	:	Ms S Pienaar
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test.
<b><u>CLOSING DATE</u></b>	:	07 September 2018
<b><u>POST 34/74</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u></b> 12 Months' Contract with Option to Renew Cape Winelands Health District
<b><u>SALARY</u></b>	:	R242 475 (Level 07) per annum, (plus 37% in lieu of service benefits)
<b><u>CENTRE</u></b>	:	Stellenbosch Hospital
<b><u>REQUIREMENTS</u></b>	:	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. Experience: Appropriate Supply Chain Management and Financial administration experience, preferably within a Hospital environment. Appropriate experience on the LOGIS, BAS and EPS (Electronic Procurement System) systems. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to other Sub-districts. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health, including delegations. Computer literacy (MS Excel, Word & Outlook). Good leadership and organisational skills. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Handle all SCM audit queries and ensure that all SCM related reports are accurate, signed, submitted within timeframes and retained on file. Ensure Demand & Acquisition Management compliance by maintaining the Demand Management Plan and Contract Register, approve and adjudicate IPS enquiries, assist with the compilation/verification of specifications and prepare documents for the Institutional and District Quotation Committee meetings. Supervise Warehouse/Bulk Stores, all Asset Management activities and act as Institutional Loss Control Officer and as Institutional LOGIS Syscon. Authorise BAS journals,

LOGIS and BAS payments and assist with the completion of accurate Annual and Interim Financial Statements. Supervise all SCM personnel and provide training/development, when needed.

**ENQUIRIES** : Ms T September, Tel No: (021) 808-6112  
**APPLICATIONS** : To the Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**FOR ATTENTION** : Ms JB Salie  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates must be prepared to do a test as part of the evaluation process.

**CLOSING DATE** : 14 September 2018

**POST 34/75** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Overberg District

**SALARY** : R163 563 per annum  
**CENTRE** : Hermanus Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

**DUTIES** : Responsible for recruitment and selection, appointments, sessional appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handling all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILLIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

**ENQUIRIES** : Mr N Adams, Tel No: (028) 313-5204  
**APPLICATIONS** : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.  
**FOR ATTENTION** : Ms A Brits  
**NOTE** : All shortlisted candidates may be subjected to a competency test. No payment of any kind is required when a applying for this post.

**CLOSING DATE** : 14 September 2018

**POST 34/76** : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)**  
Overberg District

**SALARY** : R163 563 per annum  
**CENTRE** : Swellendam Hospital  
**REQUIREMENTS** : Minimum educational qualifications: 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 a financial debt collection environment. Competencies (knowledge/skills): The ability to work in a team environment and independently. Proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literacy (MS Word, Excel). Appropriate knowledge of Hospital fees Memorandum18, HIS (Clinicom/AR) PFMA, Finance Instructions, National and Provincial Treasury. Strong sense of Confidentiality.

**DUTIES** : Follow-up and collect revenue on outstanding Hospital Accounts in line with Hospital Fees Manual Chapter 18 and Finance Instruction. Perform Main Cashier functions in terms of handling and receiving of public money. General fees administration and account related duties. Check the debit and credit of all patient fees received from debtors, funders, and other third parties. Ensure invoices are

- billed as per UPFS and billing requirements. Do monthly reconciliations. Filing and record keeping.
- ENQUIRIES** : Ms Y Yenzela, Tel No: (028) 514 1142
- APPLICATIONS** : The District 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. All shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 14 September 2018

#### **WESTERN CAPE EDUCATION**

*The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated.*

- APPLICATIONS** : All posts are advertised on the department's on-line system. The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: [https://www.scubedonline.co.za/recruitment\\_wced/](https://www.scubedonline.co.za/recruitment_wced/) via Google Chrome or Mozilla Firefox. Applicants can register their profiles and apply for posts on-line. Applicants must ensure that they click on the correct post and post number when applying for posts.
- CLOSING DATE** : 14 September 2018 by 12:00 midnight
- NOTE** : A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees can be uploaded on the system as part of the registration/application process. Copies of qualifications (degrees, diplomas, certificates etc.), valid driver's licence (if applicable) and ID document can be uploaded on the system as part of the registration/application process. Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the abovementioned documents. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to the on-line application. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her on-line application. Only on-line applications will be considered. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful. It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts.

#### **MANAGEMENT ECHELON**

- POST 34/77** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES (REF NO: PS 78)**
- SALARY** : R1 189 338 (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at senior managerial level. A post graduate qualification in Human Resources or Business Administration. A valid code EB driver's license.
- DUTIES** : Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies, Develop and interpret the implementation of departmental specific human resource policy as

well as input to provincial policy, Develop and maintain human resource information and knowledge management system, Provide human resource research and product development, Develop and maintain human resource plan (including EE), Coordinate organisational development interventions, job evaluation and change management, Monitor, evaluate and report on HR matters, Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA), Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placement, Render a PERSAL control service, Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions, Administration of service conditions, Render an exit management service, Render personnel registry service, Provide human resource information (inclusive of statutory reporting), Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations: Manage interaction with organised labour, Ensure behaviour normalisation, Deal with labour disputes, Implement strategies to prevent labour unrest, Manage training w.r.t labour relations issues.

**ENQUIRIES  
NOTE**

: Mr L Ely Tel No: (021) 467-2537  
 : This is a Senior Management Service (SMS) position. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests.

**POST 34/78**

: **DIRECTOR: EXAMINATION AND PRINTING ADMINISTRATION (REF NO: PS 79)**

**SALARY**

: R1 005 063 (Level 13). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE  
REQUIREMENTS**

: Head Office, Cape Town  
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level. Middle/ senior management Experience in an educational environment which include relevant experience in the conduct and administration of examinations. Knowledge and application of provincial and national examinations and assessment policies applicable to the schooling sector. A valid code EB driver's license.

**DUTIES**

: Effective planning and management of all examinations and assessments in the Western Cape, Ability to enhance the credibility in the administration of examination processes for all examinations, Ensure all accredited examinations centres and their candidates are registered correctly for all examination and assessments, Manage an effective reprographic services component within the WCED, Ensure efficient service delivery to clients, Run an effective certification unit and client services, Ensure accurate processing of examinations results and certification of candidates, Ensure faultless printing, packing and distribution of question papers to examination centres, Effective management of script control unit and collection of answers scripts from schools, Identify schools as marking centres and ensure smooth set-up of marking centres for all examinations, Manage Examination System administration functions and utilisation of SITA IT

consultants, Provide correct data/statistics to MEC, HOD, EXCO, TOPCO, Districts and other stakeholders as and when required, Contribute to the development and enhancement of national and provincial computer programmes, Ensure correct resulting and certification of candidates for all examinations, Effective management of payment to markers, invigilators and students, Ensure sound tender administration in collaboration with Supply Chain Management, Work in close collaboration with the Directorate: Assessment Management to ensure efficient management of examinations and assessment in the Province, Ensure availability after hours to attend to management issues especially during peak examination periods, Ability to deal with external service providers.

**ENQUIRIES**

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Ms T Singh Tel No: (021) 467-2541

**NOTE**

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This is a Senior Management Service (SMS) position. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests.