

**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 36/229** : **PSYCHOLOGIST GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY INCLUDING CONSULTATION /LIAISON WORK)**

**SALARY** : Grade 1: R674 892 per annum  
Grade 2: R791 253 per annum  
Grade 3: R918 288 per annum  
(A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as Psychologist in Clinical Psychology. Experience: **Grade 1:** None after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist 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) drivers licence. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Computer literacy. Proven presentation skills. Experience in Multi-disciplinary team work. Research publications. Training and experience in group and/or family and/or parent-child relational work and in briefer focused therapies such as CBT/DBT. Working knowledge of attachment theory and/or psychodynamic theory. Experience in neuro-psychometric assessment. Experience working in a consultation/liaison capacity within a medical setting.

**DUTIES** : Using appropriate psychometric instruments. Supervising members of the Multi-Disciplinary Team and Interns. Actively pursuing a research interest. Support to the head of division in strategic management and administration of unit/division. Assess, diagnose, formulate and treat children and adolescents and their families who present with complex psychiatric problems. Applying knowledge of intervention skills such as behavior modification, psychodynamic therapies, family therapy, CBT and group therapy.

**ENQUIRIES** : Mr Jon Yako, Tel No: (021) 685-4103  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**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 with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE** :

21 September 2018

**POST 36/230** :

**OPERATIONAL MANAGER NURSING (SPECIALTY): OBSTETRICS**

Chief Directorate: Metro Health Services

**SALARY** :

R532 449 per annum

**CENTRE** :

Karl Bremer Hospital

**REQUIREMENTS** :

Minimum educational qualification: Basic R425 qualification (i.e. diploma or 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 in Advance Midwifery and Neonatal Nursing Science accredited with the SANC. Registration with a professional council: Current 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 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 requirements of the job: Willingness to work shifts (day and night), 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** :

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

**ENQUIRIES** :

Ms E Linden-Mars, Tel No: (021) 918-1224

**APPLICATIONS** :

The Senior Medical Superintendent: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** :

Ms A Dyers

**NOTE** :

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

**CLOSING DATE** :

21 September 2018

**POST 36/231** :

**OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: SURGICAL WARD)**

**SALARY** :

R420 318 (PN-A5) per annum

**CENTRE** :

Tygerberg Hospital, Parow Valley

**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. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. 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 nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function

under pressure. Ability to function independently as well as part of a multi-disciplinary team.

**DUTIES** : Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in the Surgical area. Participative management and utilisation of Human Resources to fulfil operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES** : Ms F Marthinus, Tel No: (021) 938-4055

**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 this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.

**CLOSING DATE** : 21 September 2018

**POST 36/232** : **BED MANAGER**

**SALARY** : R356 289 per annum

**CENTRE** : Tygerberg Hospital, Parow Valley

**REQUIREMENTS** : Minimum educational qualification: Appropriate three year health related National Diploma/Degree registrable with an appropriate Council. Experience: Appropriate experience in a tertiary health facility environment. Managerial experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy in full Microsoft Office package. Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote a quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, to collect and collate information, and to critically analyse data and produce reports. The ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible to plan, manage, co-ordinate and maintain patient activities relating to bed management at Tygerberg Hospital. Utilise and manage resources with a focus on cost containment. Participate in training, development and research. Deliver support and provide feedback to the institution and department regarding optimal utilisation of hospital inpatient facilities and resources. Manage, evaluate and report on all aspects of the quality assurance programme.

**ENQUIRIES** : Mrs F Marthinus, Tel No: (021) 938-4055

**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 this post.

**CLOSING DATE** : 21 September 2018

**POST 36/233** : **CASE MANAGER (X3 POSTS)**  
Directorate: Management Accounting

**SALARY** : R299 709 per annum

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver's Licence. Experience: Appropriate experience in Case Management or Medical Aid Environment or Revenue Generation. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural

codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).

**DUTIES** : Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

**ENQUIRIES** : Ms L Ismail, Tel No: (021) 483-4240 or (072) 601-6586

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs)

**NOTE** : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations. The nature of the duties is such that it is part of his/her core function to travel, for the performance of their official duties, to various hospitals which shall be regarded as their normal place of work.

**CLOSING DATE** : 21 September 2018

**POST 36/234** : **ADMINISTRATION CLERK: SUPPORT**  
Central Karoo District

**SALARY** : R163 563 per annum

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate knowledge and experience in office administration, procurement and financial procedures. Appropriate clerical experience and liaise with Contractors. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability to work in extreme weather conditions. Willingness to work over weekends and overtime if required. Competencies (knowledge/skills): Good verbal, written and interpersonal communication skills in at least two of the three official languages of the Western Cape. Good computer skills (Ms Office, Excel and Power Point). Organisational and co-ordination skills. Self-development and attend courses. Ability to function independently. Maintain high confidentiality of all information at all times.

**DUTIES** : Perform general office administration functions. Capture and file of Log 1's on the LOGIS system. Advertise stock and projects on IPS. Complete monthly and quarterly reports. Coordinate all workshop requisitions and assist with agendas and minute keeping.

**ENQUIRIES** : Mr FH du Toit, Tel No: (023) 414-8200

**APPLICATIONS** : The District Manager: Eden District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar

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

**CLOSING DATE** : 28 September 2018

**POST 36/235** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
Chief Directorate: Metro Health Services

**SALARY** : R163 563 per annum

**CENTRE** : Bishop Lavis CDC

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Appropriate experience in-patient admissions including the PHCIS (Primary Health Care Information System). Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Experience in operating PHCIS /Clinicom system. Knowledge of record keeping procedures. The ability to accept accountability and responsibility and to work independently and unsupervised.

**DUTIES** : Provisioning of effective recordkeeping of Health Information, collate, receive and sort raw data submissions, recordkeeping receipt of data submissions and

data capturing and display of graphs. Admit, register and discharge patients and handle all patient enquiries. Correct patient assessment and accurate data recording. Accurate collection, safekeeping and deposit of state money. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Support to Facility Manager and admin relief duties. Keep record, file and retrieve folders, trace old folders, compile new folders and destruction of folders. Operate switchboard, responsible for handling telephonic and personal enquiries with regard to patient.

**ENQUIRIES** : Ms EZ Mtshali, Tel No: (021) 927-1136  
**APPLICATIONS** : The Director: Metro Health Services, Northern/Tygerberg, Sub-structure, Bellville Health Park, Private Bag X99, Bellville, 7535.  
**FOR ATTENTION** : Ms A Kader  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.  
**CLOSING DATE** : 28 September 2018

**POST 36/236** : **ADMINISTRATION CLERK: WARDS**  
 Chief Directorate: Metro Health Services

**SALARY** : R163 563 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Practical experience in computer literacy, MS Word, Excel and Power Point. Ability to speak at least two of the three official languages of the Western Cape. Strong organisational skills. Knowledge of Clinicom.

**DUTIES** : Effective and efficient patient administration including checking that all patients are admitted on Clinicom, ensuring that all fees admin related documents are signed, ensuring availability of folders and necessary documents for admission etc. Management of material resources and assets. Information management, ensuring timeous submission of statistics; Linking of babies, admission of patients in obstetrics after hours. Perform administration duties including typing, filing, faxing and correspondence, dealing with telephone inquiries, keeping notice board tidy. Contribute towards generation of revenue for the institution. Deal with discharges, appointments, ICD 10 Codes and that prescription charts are sent to pharmacy. Order stock for wards via LOGIS. Support to supervisor.

**ENQUIRIES** : Ms G Mashaba, Tel No: (021) 360-4408  
**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.  
**FOR ATTENTION** : Mr B Hendricks  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 September 2018

**POST 36/237** : **CLEANER**  
 Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Ability to work with heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays. Rotate in different departments according to operational needs and requirements. Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

**DUTIES** : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy.

**ENQUIRIES** : Ms E Butler, Tel No: (021) 503-5059  
**APPLICATIONS** : The Chief Executive Officer: Alexandra Hospital, Private Bag X1, Maitland, 7405.

**FOR ATTENTION** : Mr FB Leukes  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

**CLOSING DATE** : 28 September 2018

**POST 36/238** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a hospital/Health Facility environment. Inherent requirements of the job: Willingness to work shifts and on weekends. Relief according to the needs of the service. Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment e.g. polishing and scrubbing machines, mops, brooms, buckets etc. are clean after usage and securely stored. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.

**ENQUIRIES** : Mr HB Africa, Tel No: (021) 918-1335  
**APPLICATIONS** : The Manager: Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms A Dyers  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 September 2018

**POST 36/239** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum  
**CENTRE** : Nomzamo Community District Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience in the use of cleaning equipment, cleaning materials and cleaning detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Knowledge of Batho Pele Principles.

**DUTIES** : Provide a clean, hygienic environment in and outside the health care facility to prevent the spread of infection. General cleaning and maintenance. Ensure care of cleaning equipment. Actively involved in infection control and occupational health and safety activities. Optimal support to supervisor and colleagues.

**ENQUIRIES** : Ms NM Matiso, Tel No: (074) 199 8834  
**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

**FOR ATTENTION** : Ms Z Willie  
**NOTE** : Shortlisted candidate will be subjected to complete a practical test. No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 28 September 2018

**POST 36/240** : **FOOD SERVICE AID (X5 POSTS)**

**SALARY** : R96 549 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and

be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. The ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

**ENQUIRIES** : Ms R Keyser, Tel No: (021) 938-4135

**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION** : Ms VG De Jager

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

**CLOSING DATE** : 28 September 2018

**POST 36/241** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R96 549 per annum

**CENTRE** : Michael Mapongwana Community Day Centre

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts including nightshifts. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the consulting rooms or from the consulting rooms to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Assist with moving of Medical equipment as well as oxygen cylinders (both empty & full). Carry medical and other documentation (patient files, reports, etc.) to the reception area. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards.

**ENQUIRIES** : Mr T Mpu, Tel No: (021) 361-3353/74/56

**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

**FOR ATTENTION** : Ms Z Willie

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

**CLOSING DATE** : 28 September 2018

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 25 September 2018

**NOTE** : Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

## MANAGEMENT ECHELON

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| <b><u>POST 36/242</u></b>         | : | <b><u>DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING REF NO: LG 2018-36</u></b>  |
| <b><u>SALARY</u></b>              | : | All-inclusive salary package of R1 005 063 – R1 183 932 per annum (Level 13)  |
| <b><u>CENTRE REQUIREMENTS</u></b> | : | Department of Local Government, Western Cape Government<br>B-degree (NQF 7 as recognised by SAQA); 5 years' experience within a middle/senior management context; and A valid driver's license, or alternative mode of transport for people with disabilities. Recommendations: B-degree in Public Administration; and Experience in the field of monitoring and evaluation, interpretation and analysis of data and the drafting of reports. Competencies: Thorough knowledge of applicable policies, legislation, guidelines, standard procedures and best practices, especially with regard to local government; Knowledge of the constitutional, institutional and developmental circumstances of municipalities in the Western Cape; Thorough knowledge of monitoring and evaluation legislation; Knowledge of strategic management processes including strategic planning and performance management within government - including inter-sphere and cross sector planning; and Knowledge of Human Resource Management and Financial Management. |
| <b><u>DUTIES</u></b>              | : | Development and regulation of a framework for monitoring all aspects of municipal performance; Managing the process of collection and collation of municipal data; Monitoring and evaluation in terms of implementation of municipal performance monitoring systems; Assessment and analysis of data from municipalities to conduct diagnostic evaluations; Provide input to national and provincial policy and legislative processes, as well as structures regarding performance monitoring of municipalities; Direction to component's strategic management and planning processes; and Ensure effective management of human resources, financial resources and risks.   |
| <b><u>ENQUIRIES</u></b>           | : | Ms E Barnard Tel No: (021 483 6126)   |