

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POST

- POST 37/147** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE
REF NO: CS 2018-24**

- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years management experience. Recommendations: Occupational Health and Safety related qualification; SAMTRAC (10-day course); NEBOSH; Advanced HIRA qualification; Tertiary SHERQ qualification. Knowledge of Occupational Hygiene Management legislations and standards. Competencies: Knowledge of the following: Business and Management principles involved in strategic planning; Resource allocation; Human resource modelling, Leadership, Technique, Production methods and coordination of people and resources; Principles and processes for providing customer services including needs assessment, Meeting quality standard for services and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards.

- DUTIES** : Developing and enforcing policies to establish a culture of health and safety in the WCG; Evaluating practices, procedures and facilities to assess risk; Conducting of audits; Analysis of data and conducting of hazard identification and risk assessments; Comply with Legislation related to the OHS environment; Monitor compliance to policies and laws; Provide an advisory service to WCG departments on OHS; Determine the strategic direction to ensure continuous improvement of OHS within the WCG; Manage the performance of assigned personal to achieve (agreed) key result areas (KRAs) that derive from the Sub-Directorates Work Plan /Project plans; Manage information by applying tools and technologies to inform decision-making in government operations and produce reports; Identify weaknesses and gaps in service delivery; Develop and implement opportunities to improve service delivery; Manage the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent appreciated and perform orientated staff and sound labour relations; Plan the Sub-Directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

- ENQUIRIES** : Mr D Coetsee at (021) 483 3960

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
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candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POST

- POST 37/148** : **DEPUTY DIRECTOR: INFRASTRUCTURE RESEARCH AND EVENTS REF NO: CAS 2018-34**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (B-Degree/National Diploma or equivalent qualification); A minimum of 3 years' management experience. Recommendations: Minimum of 1-year public sector finance experience in terms of financial and budget management; Report writing. Competencies: Knowledge of the following: Relevant legislation pertaining to this function; Budgeting processes; Public Financial Management Act; People Development/Management skills; Proven computer literacy (Microsoft Word, EXCEL, PowerPoint, Outlook); Decision making and initiating skills; Persuading and influencing skills; Formulating strategies and concepts; Analysing; Creative and innovative thinking demands; Good writing skills; Planning and organising skills; Excellent communication (written and verbal) and presentation, relating and networking skills in at least two of the official languages of the Western Cape Province.
- DUTIES** : Manage the coordination of major Sporting Events; Promote employee wellness and Healthy lifestyles by the hosting of regional sport days in all six service and districts and creating opportunities to socialise and compete in a social way; Develop the Western Cape as a preferred sport destination by hosting/bidding and assisting relevant partners in Major sport events and through the sports tourism; Manage facilitation and coordination of infrastructure support; Develop Sport Infrastructure through upgrading existing and developing new sport facilities in the Western Cape; Financial Management; Manage Specialised Services budget in line with the PFMA and the approved budget; Human Resource Management; Manage Specialised Services and its two components to effect mandate as per Business Plan.
- ENQUIRIES** : Mr T Tutu at (021) 483 9622

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POST

- POST 37/149** : **ENVIRONMENTAL OFFICER (PRODUCTION): COASTAL MANAGEMENT – GRADE A REF NO: EADP 2018-37**
- SALARY** : Grade A: R256 815 – R285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma in Environmental, Natural, Physical, Earth or Engineering Sciences; A valid code B driving licence. Recommendations: An appropriate B-Degree (or higher qualification) in Environmental, Natural, Physical, Earth or Engineering Sciences; Project Management experience; Knowledge of coastal and environmental management, legislation, policies and regulations. Competencies: Knowledge of coastal and environmental management and ecological processes; Knowledge of relevant coastal and environmental legislation; Excellent communication and presentation skills; Good communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines; Self-motivated and able to use own initiative; Ability to work well under pressure; The ability to work well within a team and independently; Honesty and Integrity.
- DUTIES** : Support the administration and the implementation of the NEM: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008) and any other applicable legislation, policies, strategies and programmes pertaining to coastal management (including but not limited to the Public Launch Site Regulations and the Estuary Management Protocol); Support the provincial lead agency for coastal management with the development/review and implementation of the Provincial Coastal Management Programme and any other programmes developed to facilitate the implementation of the ICM Act, the Provincial Coastal Management Programme and associated regulations, policies or strategies applicable to the coastal zone; To support the provincial lead agency for coastal management to conduct research / surveys in respect of Coastal Systems / issues and data collection; Support the provincial lead agency for coastal management with the provision of an integrated coastal management regulatory, advisory, advocacy, governance, planning and support service; Provision of advice and support to internal and external stakeholders (including municipalities) through representation on committees and forums as well the development of legislation, policies, guidelines etc.; Ensure that relevant organs of state are capacitated with respect to their responsibilities and mandates in terms of the ICM Act and other relevant legislation, policies, protocols and programmes applicable to the coastal zone.
- ENQUIRIES** : Ms I Bekko at (021) 483 3370

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 37/150** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work after hour to cover the Psychiatry Department. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Must have strong record of Clinical Expertise and clinical governance, research and experience of training and teaching at both under and post graduate

levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature, as well as focus on sub-specialty requirements.

DUTIES : Manage overall performance of a 24/7 psychiatry service according to the Mental Healthcare Act, including being part of the after-hours call roster. Clinical and corporate governance of the Psychiatry Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and functions within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Psychiatry Department.

ENQUIRIES : Ms E Vosloo, Tel No: (023) 348-1113

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

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 28 September 2018

POST 37/151 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: ORTHOPAEDICS)**
Chief Directorate: Rural Health Services

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: 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 a Medical Specialist in Orthopaedics. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid (Code B/EB) drivers licence. After hour cover of Orthopaedics Department. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Must have strong record of Clinical Expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels, as well as accreditation for Good Clinical Practices in research. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature, as well as focus on sub-specialty requirements.

DUTIES : Manage overall performance of a 24/7 orthopaedic service, including being part of the after-hours call roster. Clinical and corporate governance of the Orthopaedics Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Orthopaedics Department.

ENQUIRIES : Ms E Vosloo, Tel No: (023) 348-1113

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

FOR ATTENTION : Ms C Dawood

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

CLOSING DATE : 28 September 2018

POST 37/152 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**

SALARY : R853 551 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Competencies (knowledge and skills): In-depth knowledge of relevant legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply chain instructions applicable to procurement of medicines in the public sector. Experience in managing pharmaceutical budgets. Leadership and management skills including organisation, strategic planning and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stake holder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills.
<u>DUTIES</u>	:	Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure, interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee. Ensure compliance to financial and supply chain management regulations. Monitor data input quality on IT systems in use in Pharmacy e.g JAC and IPS. Prepare monthly and Bi-annual financial reports. Implement quality process improvement. Management of the human resources including staff development, managing labour relations as well as administrating disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual Stock takes of all Pharmacy locations.
<u>ENQUIRIES</u>	:	Ms V Naicker, Tel No: (021) 404-3216
<u>APPLICATIONS</u>	:	To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>NOTE</u>	:	A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 September 2018
<u>POST 37/153</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R826 053 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Western/Southern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Health related degree or diploma registrable with the South African Pharmacy Council (SAPC), South African Nursing Council (SANC) or Health Professional Council of South Africa (HPCSA). Experience: Extensive relevant experience in the Public Sector Health Services or Health Service Management or Health Support Services. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS), as well as knowledge and application of regulations, policies and procedures relevant to health services. Experience in policy and planning, with advanced computer literacy and experience in document and report writing and monitoring and evaluation. Good Interpersonal and leadership skills. Knowledge of Occupational Health, Infection Prevention and Control as well as Employee. Health and Wellness policies and strategies with experience in quality assurance and improvement. Experience in Public Health preferably with a post graduate qualification in Public Health (or equivalent).
<u>DUTIES</u>	:	Co-ordinate research and projects identified by the District Management. Strategically co-ordinate quality improvement initiatives for the Sub-Structure, inclusive of establishing functional quality management structures across the service platform. Co-ordinate the District Health Plan development process for the Sub-structure. Strategic preparation for registration with the office for Standards Compliance (National Core Standards) (NCS and Ideal Clinic). Drive and co-

ordinate the District Health Expenditure Review process. Manage Planning and communication interfaces for infra-structure projects and maintenance in Geographic area.

ENQUIRIES : Ms W Smith/Mr F Le Roux Tel No: (021) 202 0956/954
APPLICATIONS : The Director: Metro Health Services, Southern/ Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945.
FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 September 2018

POST 37/154 : **REGISTRAR (MEDICINE) (X2 POSTS)**

SALARY : R780 612 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : Division of Forensic Medicine and Toxicology University of Cape Town (X1 Post)
Division of Forensic Medicine University of Stellenbosch (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: None after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work in rural Regional FPS Mortuary for at least 3 months for every year of training. Registrars will be required to register as post-graduate students with the University of Stellenbosch/Cape Town. All applicants must be South African citizens or permanent resident. Completion of the Diploma in Forensic Pathology from the CMSA in the 1st year. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Research methodologies, FPS Techniques. Previous Forensic Pathology Experience and/or appropriate post-graduate Forensic qualifications will be advantageous. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in Forensic Medicine.

DUTIES : To meet all reasonable requirements and tasks set by the Head of the Division in Forensic Medicine and/or other Specialists (Consultants) within the Division, with respect to the purpose of the post. Achievement of requirements and tasks as set by the Head and/or other Specialists within the Department. Effective and efficient provision of a full-time service within the Department. Advancement and progression through the requirements of the Post-graduate degree with successful completion of the M-Med degree and FC for Path. Optimal research and interest in forensic sciences, forensic pathology and techniques in the field of forensic medicine.

ENQUIRIES : Prof L Martin, Tel No: (021) 406-6412 (University of Cape Town)
Prof J Dempers, Tel No: (021) 931-8043 (University of Stellenbosch)
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener
NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

CLOSING DATE : 28 September 2018

POST 37/155 : **ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
 Chief Directorate: Metro Health Services

SALARY : R581 826 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and Proof of registration for 2018. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Mental Health Nursing 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 requirements of the job: Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem solving, conflict resolution and interpersonal skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for management of the psychiatric nursing service and coordination of activities and communication with the relevant supervisors and stakeholders. Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care throughout the module and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the National Core Standards. Liaise with relevant stakeholders on day and night shift, i.e. referring hospitals family members, security service and SAPS. Participate in and encourage nursing research at the institution.

ENQUIRIES : Mr M Photo, Tel No: (021) 826-5801
APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow 7500.
FOR ATTENTION : Mr M Photo
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 37/156 : **ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-A7) per annum
CENTRE : Mitchells Plain District 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 Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work irregular hours which include night duty shifts, weekends, public holidays and overtime should the need arises. Willingness to do relief duties should a need arises. Competencies (knowledge and skills): Ability to lead and manage the nursing service within scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official

languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power-Point presentation).

- DUTIES** : Clinical governance, provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management, facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure professional, legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery, assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.
- ENQUIRIES** : Ms A Brown, Tel No: (021) 377-4410/4781
- APPLICATIONS** : The Chief Executive Officer: Mitchells Plain Hospital: 8 AZ Berman Drive Mitchells Plain; 7785.
- FOR ATTENTION** : Ms C Johnson
- NOTE** : No payments of any kind are required when applying for this post.
- CLOSING DATE** : 05 October 2018

POST 37/157 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

- SALARY** : R532 449 (PN-B3) per annum
- CENTRE** : Khayelitsha Community Health Centre
- 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 in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). 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 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 specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and weekends to manage hospital after hours. Competencies (knowledge/skills): 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. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : Coordinate and delivery quality nursing care within the department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

- ENQUIRIES** : Mr D Binza, Tel No: (021) 360-5200
- APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drive, Khayelitsha, 7784.
- FOR ATTENTION** : Ms E Weaver

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

CLOSING DATE : 28 September 2018

POST 37/158 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R420 318 (PN-A5) per annum
CENTRE : Western Cape Rehabilitation Centre, Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse and proof of current registration required (licensing receipt 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief night-duty. Competencies (knowledge/skills): Excellent verbal and written communication skills 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 including Patient centred ICF based goalsetting. Effective interpersonal, leadership, decision making and conflict resolution skills, good organisational skills and the ability to function under pressure and computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint).

DUTIES : Supervise and co-ordinate the provision of effective and efficient holistic/integrated client care through excellent quality care. Manage and monitor proper utilisation of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth and ethical standards and promote quality of nursing care. Co- ordinate and monitor the implementation of Nursing care plan and evaluation thereof within the Professional team. Develop and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectorial and interprofessional, inter-departmental teamwork) and ensuring that participation in research related activities are evident in the practice.

ENQUIRIES : MS L Saville, Tel No: (021) 370-2312
APPLICATIONS : To the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 October 2018

POST 37/159 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Rural Health Services

SALARY : R163 563 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/ Senior Certificate. Experience: Appropriate Office Administration experience. Inherent requirements of the job: Ability to work overtime and be on standby. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge on policies regarding the use of government transport. Proficient in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Office Excel.

DUTIES : Supervise the Transport Services Section. Provision of clerical support within the Support Services Component. Manage Human Resources function. Manage Finance functions. Effective monitoring and evaluation reporting.

ENQUIRIES : Ms Z Ndevu, Tel No: (023) 348-1125
APPLICATIONS : To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart

NOTE : Short-listed candidates will be expected to complete a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/160 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
West Coast District

SALARY : R163 563 per annum

CENTRE : Cederberg Sub-district (Stationed at Lamberts Bay Clinic)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Understand the DITCOM process and Information Technology. Knowledge and experience in SINJANI; PHCIS, TIER.net, ETR.net. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access).

DUTIES : Perform administrative role as a member of the information management team and participation in health information coordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Capture data on the system. Local supervision of the Tier.net database, computer hardware, software issues and IT related queries Effective patient folder management. Assist with administrative duties in reception/admissions department.

ENQUIRIES : Ms AM Parring, Tel No: (027) 482-1484

APPLICATIONS : The Medical Manager: Citrusdal Hospital, Cederberg Sub-district, Citrusdal, 7340.

FOR ATTENTION : Ms AM Parring

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

CLOSING DATE : 05 October 2018

POST 37/161 : **HOUSEHOLD AID**
Eden District

SALARY : R96 549 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in wards according to the needs of the service. Competencies (knowledge/skill): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Ability to communicate in two of the three official languages of the Western Cape.

DUTIES : Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.

ENQUIRIES : Ms JA Mahlangu, Tel No: (044) 604-6104

APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 05 October 2018

POST 37/162 : **FOOD SERVICES AID**
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job:

Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correct handling of industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms H Botha, Tel No: (023) 348-1222

APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

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

CLOSING DATE : 05 October 2018

POST 37/163 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide an effective service for the smooth and safe movement of patients. Assist with the efficient running of the hospital. Assist with the effective handling and safekeeping of equipment. Assist with the removal of corpses. Assist clinical staff with medical procedures such as the removal of plaster of Paris.

ENQUIRIES : Ms CB Matthews, Tel No: (021) 571-8040

APPLICATIONS : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr SD Hlongwane

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

CLOSING DATE : 05 October 2018

POST 37/164 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Ruyterwacht Community Day Centre

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Good communication skills (read and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance, for example dust, sweep, polish, scrub and mop, clean windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Ms L Rose-Benjamin, Tel No: (021) 534-4361

APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Mr C Davids
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 October 2018

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POST

POST 37/165 : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: HS 2018-35**
SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent qualification); A minimum of 3 years' appropriate supervisory experience; A valid code EB driving licence. Recommendations: An appropriate post-graduate qualification in Strategic Management, Research, Monitoring and Evaluation or Business Analysis. Competencies: Knowledge of the following: Strategic planning and reporting processes; Human Resource and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office packages).
DUTIES : Assist with the facilitation of departmental strategic planning processes; Provide support to the compilation of the departmental Strategic and Annual Performance Plans; Ensure alignment of departmental Strategic and Annual Performance Plans with the Multi Year Housing Development Plan and its Business Plan as well as provincial and national strategic imperatives; Co-ordinate alignment of Annual Performance Plan and Housing Business Plan and Budget plan; Co-ordinate Medium Term Expenditure Committee engagements with Provincial Treasury; Assist with the compilation of the department's annual report; Provide a support service to the minister and head of department in respect of strategic engagements with senior managers; Support the Batho Pele principles through the coordination of all the Batho Pele initiatives undertaken by the department; Co-ordinate inputs in preparation for cabinet engagements; Provide support to directorates in the development of business plans.
ENQUIRIES : Ms S Adams at (021) 483 8159

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POSTS

POST 37/166 : **GISC PROFESSIONAL (PRODUCTION): PROVINCIAL SPATIAL INFORMATION REF NO: DOTP 2018-94**

SALARY : Grade A: R585 366 – R630 597 per annum
Grade B: R669 300 – R717 636 per annum
Grade C: R758 241 – R893 175 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
: An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post-qualification GISc professional experience required; A valid code B driving license; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional. Recommendations: Experience in the application of GIS software packages (ArcGIS 10.4.X and ArcGIS online) to support policy analysis; Working knowledge of system development, design, upgrade and maintenance; ArcGIS software and Decision support tools; Experience of working in a SharePoint environment. Competencies: Knowledge of the following: Data and statistics; Extensive knowledge of geographic information systems; Public policy analysis; Geomatics legislation; Spatial data standards; Programming languages like SQL, Python or Java; Possession of good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Excellent literacy skills in MS Packages (Excel, Word and PowerPoint); Project management, conflict management and negotiation skills.

DUTIES : Support and maintain an integrated spatial information system Support standardization of GIS and integration of GIS into the data and information systems in WCG and with local authorities and national government; Ensure implementation of spatial information standards and procedures; Produce spatial information products in alignment of spatial information requirements and the strategic imperatives/business purposes of the Province; Produce spatial information products for advocacy and capacity building in the Province; Provide operational GIS support; Participate and liaise with relevant bodies and forums on GIS matters.

ENQUIRIES : Mr J du Preez at (021) 483 5079

POST 37/167 : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 2018-97**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in management sciences or public administration; A minimum of 3 years' experience in Organisational Development; Evaluate Job Analyst Certificate; A valid code B driving licence. Recommendations: Experience in Job Evaluation; Experience of Organisation Design Methodologies. Competencies: Extensive knowledge of the following: Organisation Design Techniques; Evaluate Job Evaluation System; Public Service regulations and prescripts; Problem Solving and Analytical skills; Persuading and Influencing skills; Planning and Organising skills; Relating and Networking skills; Delivering on Results and meeting customer expectations; Proven computer literacy skills; Basic numeracy skills; Verbal & written communication skills, including report writing/info-mapping skills.

DUTIES : Design and develop OD intervention methodologies and instruments; Execute and supervise: the design and planning of appropriate interventions based on diagnosis, the design of Organisational structures, the design process and competency based job descriptions/job profiles and work measurement resulting in establishment; Conduct and supervise job evaluations and facilitate interdepartmental job evaluation and OSD establishment- related coordination; Function as a Project leader in respect of functional specialist and project teams.

ENQUIRIES : Ms L Isaacs at (021) 466 9503

<u>POST 37/168</u>	:	<u>TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 2018-101</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in a Recruitment and Selection environment; A valid code B driving licence. Recommendations: An appropriate B-Degree (or higher qualification) in Industrial Psychology; Experience with technical recruiting which includes e-Recruit support and the administrative processes which is associated with these tasks; Proven candidate sourcing and relationship building skills; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Willingness to work longer hours in line with print media publication times. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and selection processes; Online recruitment; Application and good interpretation of recruitment and selection policies and relevant legislation; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Networking, working with people and ability to meet customer expectations.
<u>DUTIES</u>	:	Advertising of vacancies, inclusive of on-line advertising; Creation of pre-selection/applicant questionnaires; Response handling of applications; Facilitate selection and drafting of shortlists; Create competency based interview questions; Responsible for logistical arrangements for interviews; Finalise selection processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database.
<u>ENQUIRIES</u>	:	Mr F Gerber at (021) 483 6028
<u>POST 37/169</u>	:	<u>ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 2018-95 (X2 POSTS)</u>
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year National Diploma/B-Degree in Behavioural Sciences (Industrial Psychology), Management Sciences, or Public Administration; A minimum of 1 year relevant experience in the public service; A valid code B driving licence. Recommendations: Exposure to Job Grading; Basic working knowledge of Organisational Development Methodologies. Competencies: Knowledge of the following: Organisation Design Methodologies; Statutory framework governing the broad management of the Public Service; Wage grading or evaluate system; Organisation development theory, practice and techniques; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; Benchmarking; Research skills; Proven computer literacy skills; Basic numeracy skills; Communication (written and verbal) and report writing/info-mapping skills in at least two of the official languages of the Western Province; Ability to function as a self-managing employee.
<u>DUTIES</u>	:	Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques in respect of the following areas: Strategic management (strategic and operational plans); Organisational (re)design resulting in organisational structure; Work measurement resulting in establishment; Job (re)design resulting in a job description; Job evaluation; Improve service delivery through business process interventions; Coordinate and facilitate the Batho Pele programme; Facilitate service delivery improvement initiatives; Assess the efficacy of service delivery improvement interventions; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform interventions on organisational culture, transformation and Change Management; Perform interventions on individual, group, inter-group and management level (including team development, leadership and management development); Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.
<u>ENQUIRIES</u>	:	Mr D Heynes at (021) 466 9703

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POST

- POST 37/170** : **ASSISTANT DIRECTOR: CLIENT INTERFACE REF NO: PT 2018-37**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An Appropriate 3-year National Diploma/B-Degree in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years' relevant experience in the management and co-ordination of budgetary processes environment. Recommendations: A valid code B driving licence; Experience in the Municipal and/or Provincial government environment; Have strong financial background knowledge; Knowledge of budget processes and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.
- DUTIES** : Coordinate and monitor Provincial and Municipal Budgetary Processes; Maintain document management of budget and related information; Manage the PT components workflow and related document warehouse (network/server or web enabled system); Ensure the implementation of Technical Engagement Processes (Budgetary related engagements with Provincial Departments and Municipalities).
- ENQUIRIES** : Mrs T Bosser at (021) 483 6422

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POSTS

- POST 37/171** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DSD 2018-102**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree or equivalent qualification) with a minimum of 5 years relevant experience in an Internal Control and Governance environment of which 3 years must be

management experience. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCMM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate.

ENQUIRIES : Mr JO Smith at (021) 483 8679

POST 37/172 : **DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS REF NO: DSD 2018-105**

SALARY CENTRE REQUIREMENTS : All-inclusive salary package of R697 011 per annum (Level 11)
 : Department of Social Development, Western Cape Government
 : An appropriate B-Degree with a minimum of 3 years' management experience in a Supply Chain Management/Acquisition, Contract Management and logistics environment. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Policy Development SOP's; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Human Resource Management; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices including sourcing strategies and the different mechanisms for procurement; Organising skills for record keeping and safeguard; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Responsible for Acquisition Management; Implement strategic sourcing plan; Responsible for Contract Management and administration including bid administration; Logistics Management; Generate, receive and process orders; Perform all Human Resource Management roles and responsibilities with regard to the Sub-directorate.

ENQUIRIES : Ms P Mabhokwana at (021) 483 8438

POST 37/173 : **SOCIAL WORK SUPERVISOR: WEST COAST REF NO: DSD 2018-86**

SALARY CENTRE REQUIREMENTS : R363 507 per annum (OSD as prescribed)
 : Department of Social Development, Western Cape Government
 : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to

		ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; The understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms C Nell at (027) 213 2096
<u>POST 37/174</u>	:	<u>SOCIAL WORK SUPERVISOR: PROFESSIONAL SERVICES - DE NOVO REF NO: DSD 2018-103</u>
<u>SALARY</u>	:	R363 507 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports; Proven computer literacy.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms L Goosen at (021) 202 9251
<u>POST 37/175</u>	:	<u>CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 2018-107</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years experience in a registry environment. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience; The management of performance and development of staff. Competencies: Proven knowledge of the following: Social Development systems, Departmental policies and procedures, Public Service Legislation and procedures, Archives Act and related instructions, Labour saving devices; Managerial skills; Coordinate work; Problem solving skills; Interpersonal relations/team work; Planning and organising skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Manage information contained in records; Retrieval of information and the safekeeping of records; Ensure files needed/requested for research purposes are searched for; Implement and maintain disposal programmes; Ensure archives (closed files) are not build on to (after being used for research purposes), in other words if a file has been archived no additional filling is allowed on that closed file; Ensuring that registers is open and maintained; Keep record of the movement of all records; Perform all supervisory function within a HR administration component.
- ENQUIRIES** : Mr C Palmer at (021) 763 6200
- POST 37/176** : **CHILD AND YOUTH CARE TEAM LEADER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-101**
- SALARY** : Grade 1: R148 065 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.
- DUTIES** : Serve as a team leader for child and youth care workers during a shift; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions; Implementing policy; Track progress in the implementation of the recommended developmental programs.
- ENQUIRIES** : Ms M Benting at (021) 931 0236

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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: 0861 370 202.

OTHER POSTS

- POST 37/177** : **PROGRAMME MANAGER: CHIEF ENGINEER/ CHIEF QUANTITY SURVEYOR/ CHIEF ARCHITECT/ CHIEF CONSTRUCTION PROJECT MANAGER REF NO: TPW 2018-223**
- SALARY** : All-inclusive salary package as per OSD prescripts is as follows:
Chief Engineer: R991 281 (Grade A)
Chief Construction Project Manager: R991 281 (Grade A)
Chief Quantity Surveyor: R854 154 (Grade A)
Chief Architect: R854 154 (Grade A)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : A relevant B-degree (or equivalent) in the built environment (Quantity Surveying, Engineering, Architecture or Project Management) with a minimum of 6 years' appropriate post-registration experience as a Professional Construction Project Manager, or a minimum of 6 years' post qualification experience in Quantity Surveying/Engineering or Architecture; A valid driving licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies:

ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None. Competencies: Knowledge of the following: experience of contract documentation and administration, act/regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms R Kok (021) 438 3056

POST 37/178 : **CHIEF QUANTITY SURVEYOR: QUANTITY SURVEYOR SERVICES REF NO: TPW 2018-206**

SALARY : All-inclusive salary package of R854 154 per annum (Grade A, OSD as prescribed).

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A relevant Degree in Quantity Surveying or equivalent qualification; Compulsory registration with SACQSP as a professional Quantity Surveyor; A minimum of 6 years post qualification Quantity Surveying experience required; A valid Code B driving licence. Recommendations: None. Competencies: Technical knowledge in the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Skills and competencies: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

DUTIES : Quantity Survey analysis effectiveness: perform final review and approvals or audits on quantity survey procedures; Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards , specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives; Financial Management: ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate , monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirements; Provide technical specialist services for the operation of quantity survey related matters to minimise possible risks; Manage and implement knowledge sharing initiatives in support of individual development

plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; People Management: manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES :

Mr R Monare at (021) 483 5310

POST 37/179 :

MONITORING OFFICER: CONTRACT MONITORING REF NO: TPW 2018-203

SALARY :

R299 709 per annum (Level 08)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years contract monitoring and administration experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of all legislation, regulations and policies impacting on public transport activities, or relevant to, public sector procurement and contract management; Knowledge of financial and personnel delegations and reporting processes for DTPW; Knowledge of National and Provincial Treasury Regulations and Directives; External relationship management skills; Analytical and problem-solving ability; Attentive to detail; Strong negotiation skills; Conflict resolution skills.

DUTIES :

Monitoring the establishment of services; Assist with the finalisation of routes and timetables for the operator contract; Attending weekly monitoring meetings and monthly contract meetings; Recommend the cancellation of contracts; Verification of claims and penalties; Assist with the submission of claims; Evaluate and recommendation of applications from operators for changes to the contracted services; Reporting on any estimated shortfall to allow for interventions for additional funding; Ensure transfer of funds from National Department of Transport; Manage staff leave, grievances and disciplinary processes; Provide training to staff.

ENQUIRIES :

Mr G Martin at (021) 483 4095

POST 37/180 :

ENGINEERING TECHNICIAN, ELECTRICAL (PRODUCTION): ENGINEERING SERVICES: HEALTH REF NO: TPW 2018-205

SALARY :

Grade A: R293 652 – R314 853 per annum

Grade B: R334 179 – R360 240 per annum

Grade C: R380 364 – R448 035 per annum (OSD as prescribed)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

A National Diploma in Engineering or relevant qualification that allows for registration with the Engineering Council of South Africa (ECSA); Compulsory registration with ECSA as an Engineering Technician; Completion of candidacy period or a minimum of 3 years post qualification technical (Engineering) experience. Recommendations: A valid code B driving licence. Competencies: Technical knowledge areas: Project Management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Competencies and skills: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES :

Render technical services; Assist Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce technical designs with specifications and submit for evaluation and approval by the relevant authority;

Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES

:

Ms J Thomas at (021) 483 2004