

**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 38/148 : **MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: CARDIOLOGY)**

SALARY : Grade 1: R1 220 154 per annum
Grade 2: R1 395 105 per annum
Grade 3: R1 525 458 per annum
(A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in adult Cardiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Sub-specialist) in Cardiology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist (Sub-specialist) in Cardiology. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist (Sub-specialist) in Cardiology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-specialist) in Cardiology. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist (Sub-specialist) after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Specialist (Sub-specialist) in Cardiology. Competencies (knowledge/skills): Extensive Medical Specialist knowledge in Cardiology and areas of research. Specialist knowledge in teaching of all aspects of Cardiology. Extensive experience in running a Cath Lab.

DUTIES : Provide and manage both in- and out-patient specialist Cardiology services within the Division of Cardiology, Department of Medicine. Provide specialist clinical service to General Medicine in- and out-patients in Groote Schuur Hospital. Supervise and train under- and post-graduate students in the Department of Medicine. Conduct research. Provide support in respect of administrative and management functions.

ENQUIRIES : Prof N Ntusi, Tel No: (02) 406-6200

APPLICATIONS : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION : Ms Mbilini

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

CLOSING DATE : 05 October 2018

- POST 38/149** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)**
Directorate: Supply Chain Management
- SALARY** : R697 011 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three year National Diploma/Degree or NQF 6. Experience: Appropriate experience in procurement of clinical-related goods and services in a healthcare environment by means of commodity-driven sourcing strategies. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Ability to handle matters of a confidential nature. Competencies (knowledge/skills): Sound problem-solving and presentation skills. Computer literacy (MS Excel, Word, PowerPoint, Outlook). Good numerical and analytical skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations. Knowledge of the Department's Accounting Officer's System and the Delegations.
- DUTIES** : Manage Project, Acquisition, People, Contract and Supplier Performance Management as while as Development and implementation of Policies or Governance. Managing and delivering multiple procurement projects in a commercial environment. The local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation's long-term procurement strategy. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services. To provide an integrated demand, acquisition and contract management service of clinical commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing. End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management delivery of optimal commercial benefits to the Department.
- ENQUIRIES** : Ms K Ciske, Tel No: (021) 483-6093
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 12 October 2018
- POST 38/150** : **CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICAL)**
Directorate: Engineering and Technical Services (Metro West District Hub, Retreat)
- SALARY** : Grade A: R365 646 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years appropriate post-qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid driver's licence (code B/EB) and willing to travel throughout the Western Cape. Willing to perform overtime and attend to unplanned callouts and emergency maintenance. Prepared to do standby duties for various electrical breakdowns at all health facilities within the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literate in MS Word, Excel, Outlook and web-based systems. Appropriate knowledge to enable supervision of the Electrical and Mechanical components.
- DUTIES** : Effectively manage the Electrical and Mechanical components of the Metro West Hub by ensuring that the different systems are operational and the preventative maintenance programme is followed. Supervision and assistance with the execution of engineering projects/repairs at hospitals and institutions. Liaison with engineering management and private sector. Planning/scheduling of staff, projects, plants and equipment. Quality control and inspections of completed work requisitions. Drafting up of specifications and of monthly reports and equipment

schedules. Generators maintenance planning and repairs thereof. Manage time and attendance of workshop staff.

ENQUIRIES : Mr S Reichert or B Lesch Tel No: (021) 483-1568/ Tel No: (021) 715-5940
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 38/151 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
Directorate: Engineering and Technical Support Services (Metro West District Hub, Retreat)

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

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must be competent in metal inert gas (MIG) as well as Arch welding on various materials. Basic working knowledge of plant and equipment typically utilised in the healthcare environment.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Training and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of mechanical installations and equipment at health institutions within the Metro. Assist Artisan Foremen or Chief Artisan with their duties.

ENQUIRIES : Mr B Lesch, Tel No: (021) 715-5940
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

POST 38/152 : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services (Metro West District Hub, Retreat)

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

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

DUTIES : Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects or repairs at hospitals and health institutions. Maintain and repair plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen and Chief Artisan with their duties.

ENQUIRIES : Mr B Lesch, Tel No: (021) 715-5940

APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 October 2018

POST 38/153 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Eden District

SALARY : R163 563 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management/Procurement Systems. Appropriate experience in asset, disposal management and stocktaking. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Physically fit and able to perform the tasks (must be able to lift heavy items). Competencies (knowledge/skills): Applied knowledge of the Accounting Officer's System and SCM Delegations of the Department. Applied knowledge of SCM and Procurement Systems. Computer literate (Windows: Word, Excel, Outlook and Share Point). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage Procurement Plan, prepare documentation and capture on system. Manage Asset Disposals and Movements. Stocktaking: Monthly spot-checks, quarterly assistance and management of ALM's & SALM's and Annual full stocktake. Monthly reporting and Compliance Management. Execute compliance control related to Supply Chain Management and Finances and assist with all general tasks within SCM and Finance Department. Sub-system controller: Assist System controller with all LOGIS system related tasks and enquiries, handle queries in all aspects within the Supply Chain Management Department.

ENQUIRIES : Mr J Boshoff, Tel No: (044) 604-6105
APPLICATIONS FOR ATTENTION : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
NOTE : Ms S Pienaar
Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 12 October 2018

POST 38/154 : **LINEN SUPERVISOR**
West Coast District

SALARY : R136 800 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate linen supervisory experience in a hospital or similar size of organisation or environment. Inherent requirement of the job: Ability and willingness to work after-hours/ work weekends and public holidays if need arise. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to interpret the Western Cape Hospital Linen Management Policy. Knowledge of stock and infection control. Computer Literacy (MS Office: Word and Excel).

DUTIES : Effective hospital linen operational processes and be part of the pre-condemning of hospital linen. Monitor contractual obligations in terms of the contracted hospital linen service provider. Effective quality control of hospital linen. Liaise with various internal departments regarding hospital linen matters. Required to work in the soiled and clean linen areas of the hospital's Linen Bank. Responsible for all administrative duties associated with supervision.

ENQUIRIES : Ms ME van Vuuren, Tel No: (022) 709-7213
APPLICATIONS FOR ATTENTION : To the Medical Manager: Vredenburg Hospital, Private Bag X3, Vredenburg 7380.
NOTE : Ms D Links
No payment of any kind is required when applying for this post.

CLOSING DATE : 12 October 2018

POST 38/155 : **CLEANER (X2 POSTS)**
Eden District

SALARY : R96 549 per annum
CENTRE : Oudtshoorn Courant
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to work shifts, public holidays and weekends. Perform overtime and night-duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control.

ENQUIRIES : Ms H Human, Tel No: (044) 203-7203
APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 12 October 2018

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.

CLOSING DATE : 05 October 2018
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 38/156 : **CHIEF ELECTRICAL ENGINEER – REF NO: PS 82**
Directorate: Physical Resource Planning and Property Management

SALARY : R991 281 (Grade A), depending on years of experience after registration with ECSA as a professional.
CENTRE : Cape Town
REQUIREMENTS : Degree in Engineering with six years post qualification experience. Registered as a Professional Engineer with ECSA. Valid driver's Licence. Computer literate. Job purpose: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Manage the investigation of proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the Compilation of electrical briefing documentation and specifications. Manage the

provision of inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Manage the investigation of electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.

ENQUIRIES : Mr G Coetzee Tel No: (021) 467-9337
CLOSING DATE : 05 October 2018

POST 38/157 : **CHIEF ARCHITECT – REF NO: PS 81**
 Directorate: Infrastructure Delivery Management

SALARY : R854 154 (Grade A), depending on years of experience after registration with SACAP as a professional.

CENTRE : Cape Town
REQUIREMENTS : Degree in Architecture and 6 years post-qualification experience. Registration with SA Council for Architectural Profession as a Professional Architect. A valid driver's licence. Skills: Programme management skills and Computer Literacy. Job purpose: To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS).

DUTIES : Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES : Mr GP Nieuwoudt Tel No: 021 467 2052
CLOSING DATE : 05 October 2018

POST 38/158 : **DEPUTY DIRECTOR: FINANCE REF NO: PS 85**
 Directorate: Infrastructure Delivery Management

SALARY : R697 011 – R821 052 per annum (MMS All-Inclusive Salary Package) (Level 11)

CENTRE : Cape Town
REQUIREMENTS : Degree (NQF Level 7) in Commerce / Financial Management and/or equivalent. Minimum years 5 post qualification experience. A valid drivers licence. Computer Literacy. Knowledge: Understanding of financial management preferably as implemented in government and in the context of infrastructure budgeting and spending.

DUTIES : Extract relevant infrastructure data from BAS and other systems as required. Analyse financial data of infrastructure programmes and projects. Validate credibility of financial data together with Programme and Project Managers. Report on progress against programme in the context of cash flow and budgets. Report on variances. Assist in the financial administration of all infrastructure Programmes and Projects. Liaise with the budget office and infrastructure office in Provincial Treasury re - compliance, rollovers, shifting of funds, etc. Assist with budget administration within the Chief Directorate including the management of personnel costs, operational budgets, financial reporting, etc. Assist in ensuring overall compliance re national and provincial laws and prescripts. Establish and maintain a document management system for all financial documentation.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021) 467-2052
CLOSING DATE : 05 October 2018

POST 38/159 : **ELECTRICAL ENGINEER – REF NO: PS 83**
 Directorate: Physical Resource Planning and Property Management

SALARY : R679 338 (Grade A), depending on years of experience after registration with ECSA as a professional.

CENTRE : Cape Town

- REQUIREMENTS** : Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Valid driver's licence and computer literate. Job purpose: To assist to provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.
- DUTIES** : Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.
- ENQUIRIES** : Mr G Coetzee Tel No: (021) 467-9337
- CLOSING DATE** : 05 October 2018
- POST 38/160** : **ENGINEER – REF NO: PS 84**
Directorate: Physical Resource Planning and Property Management
- SALARY** : R679 338 (Grade A), depending on years of experience after registration with ECSA as a professional.
- CENTRE** : Cape Town
- REQUIREMENTS** : Degree in Engineering with three years' experience post qualification. Registered as a Professional Engineer with ECSA. Valid driver's licence and computer literate. Job purpose: Assist to provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS].
- DUTIES** : Assist to develop and maintain functional and technical norms and standards from an engineering perspective. Perform condition assessments and credibility of technical information. Adhere to environmental and occupational health & safety aspects. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Assist to prepare the User Asset Management Plan. Make inputs to the Construction Procurement Strategy and the Infrastructure Programme Management Plan. Conduct post project and post occupancy evaluations.
- ENQUIRIES** : Mr G Coetzee Tel No: (021) 467-9337
- CLOSING DATE** : 05 October 2018
- POST 38/161** : **ASSISTANT DIRECTOR: COMPLIANCE REF NO: BB 19**
Component: Compliance
- SALARY** : R356 289 – R419 679 per annum plus benefits (Level 09)
- CENTRE** : Metro North Education District, Parow
- REQUIREMENTS** : National Diploma (NQF 6) or Degree Audit or Financial Management plus 3 years relevant experience in auditing or financial management environment. Knowledge: Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations, Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Written and verbal communications (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

DUTIES : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES : Mr D Millar Tel No: (021) 938 3133

CLOSING DATE : 05 October 2018

POST 38/162 : **ASSISTANT DIRECTOR: BUSINESS PLANNING & STRATEGY REF NO: PS 86**

Directorate: Business Strategy & Stakeholder Management

SALARY : R356 289 – R419 679 per annum plus benefits (Level 09)

CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF 6) or degree in Project Management plus 3 years administrative experience. A valid driver's licence. Knowledge: Expert knowledge of strategic management processes. Expert knowledge of government planning processes and cycles. Sound knowledge and understanding of departmental operations. Knowledge of the policies of the government of the day, with specific reference to the HCDS. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector. Knowledge of inter-governmental and international relations. Knowledge of HR and administrative systems and processes. Knowledge of financial management processes. Skills: A high level in-house advisor. Strong conceptual and formulation skill. Job purpose: To facilitate the departmental strategic and operational planning process.

DUTIES : Facilitate the departmental strategic and operational planning processes. Compile strategy documents and reports. Ensure alignment of departmental policies, strategic planning and budget processes. Ensure the efficacy of the strategic review processes. Facilitate the drafting and publication of departmental annual report. Investigate and implement alternative service delivery options.

ENQUIRIES : Ms W Conrad Tel No: (021) 467 2058

CLOSING DATE : 05 October 2018

POST 38/163 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: PS 87**

Directorate: Management Accounting

SALARY : R356 289 – R419 679 per annum plus benefits (Level 09)

CENTRE : Cape Town

REQUIREMENTS : National Diploma (NQF 6) or degree in Finance plus minimum 3 years relevant experience in a financial and/or budget environment. A valid Code B (manual) driver's licence. Willingness to work irregular hours and also travel. Competencies: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

DUTIES : Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit

cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

ENQUIRIES :
CLOSING DATE :

Mr R Eyssen Tel No: (021) 467- 2662
 05 October 2018

POST 38/164 :

ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: PS 88
 Directorate: Internal Control

SALARY :
CENTRE :
REQUIREMENTS :

R356 289 – R419 679 per annum plus benefits (Level 09)
 Cape Town
 National Diploma (NQF Level 6) or Degree in Finance/ Internal Auditing/ Risk Management. Three (3) years relevant experience in a Finance/ Internal control/ Internal audit/ External audit/ Risk Management environment. A valid driver's license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public service Regulation. Knowledge of risk management framework and techniques. Knowledge of internal controls and techniques. Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team.

DUTIES :

Risk management and Systems: Ensure an effective system in place to manage and consolidate findings raised by external assurance providers. Maintain adequate record of all action plans handed-over to the department for implementation. Liaise regularly, where applicable, with the external assurance providers. Liaise regularly with management and monitor implementation of action plans. Assess management feedback and conclude on action plans handed-over. Report monthly on progress. Supervise staff responsible to perform follow-up review on the implementation of action plans. Attend meetings with senior management and where applicable prepare presentations. Provide input to system developments e.g. assist business analyst. Maintain adequate record of scope of work on the shared-drive. Risk management roll-out: Assist with the risk management roll-out in the department by performing the following: Responsible to facilitate and compile operational risk registers; Review the work performed by staff who compiled the registers; Supervise staff responsible for drafting the operational risk registers; and Attend risk workshops facilitated by Enterprise Risk Management with the relevant senior management of the department. Manage the staff of the unit: Staff performance; Permis; Training and development; Staff planning (recruitment, selection, leave management, attendance register).

ENQUIRIES :
CLOSING DATE :

Ms C Toolo Tel No: (021) 467-2555
 05 October 2018