ANNEXURE S

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.

ERRATUM: Kindly note that the post of Clinical Coding Trainer and Capacity Building (24 Months Contract) with Ref No: 01/44 advertised in the PSVC 01 dated 11 January 2019 has been withdrawn. We apologise for any inconvenience.

OTHER POSTS

POST 02/160

HEAD CLINICAL UNIT GRADE 1 (CARDIOTHORACIC SURGERY)

SALARY

R1 643 352 per annum (A portion of the package can be structured according to the individual’s personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

CENTRE

Red Cross War Memorial Children’s Hospital, Rondebosch and University of Cape Town

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Cardiothoracic Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Cardiothoracic Surgery. Experience: A minimum of 3 years’ appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Cardiothoracic Surgery. Competencies (knowledge/skills): Extensive experience as primary surgeon in all core operations in the field of Paediatric and Congenital Cardiothoracic Surgery. Post-specialist qualification experience in all modern aspects of Paediatric Cardiothoracic Surgery. Experience in an academic environment, with experience in service management and human resources management; financial management; teaching of under- and post-graduate students with curriculum development; research experience (coupled with extensive academic publications record) and leadership ability. Ability to source funding for research and for new projects. Capability as a leader by example in the clinical environment and able to manage people having good interpersonal skills. Competence in training junior surgeons and mentoring their academic careers. Ability to develop staff of quality and provide leadership with regards to issues of diversity, transformation and equity.

DUTIES

The person appointed to this position will assume responsibility as “Head of Clinical Unit” for: Manage all Paediatric Clinical Services of the Division of Cardiothoracic Surgery in collaboration with the Head of Division. Provide leadership by actively participating in the clinical services of the Division including clinical governance, human resource management and financial management. Perform, or assist and train more junior staff in all paediatric cardiothoracic surgery procedures. Ensure the rational and cost-effective use of resources (including laboratory investigations, medication, consumables and equipment). Liaise with hospital administration and allied clinical departments (Paediatric Cardiology, Anaesthesiology, Paediatric Critical Care, and other allied Divisions in Paediatrics) to provide appropriate management of patients to ensure optimal patient outcomes. Conduct and supervise clinical research in conjunction with the Head of Division.

ENQUIRIES

Prof P Zilla, Tel No: (021) 406-618; Email address: peter.zilla@uct.ac.za

APPLICATIONS

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

FOR ATTENTION

Ms C Dawood

NOTE

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

CLOSING DATE

01 February 2019
POST 02/161  ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro Health Services

SAALARY: R581 826 (PN-B4) per annum
CENTRE: Lotus River CDC (Southern/Western Sub-Structure)
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. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to attend community needs after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation.

DUTIES: Support to overall management of Clinical, HRM, Financial and Supply Chain Management of community day centres in the PHC Platform. Facilitate the development of community participation programmes and support facility based services for geographical area (Southern/Western sub-districts). Ensure implementation of standards for safe patient care for PHC Platform. Responsible for planning, co-ordination, supervision and control of PHC services for geographical area. Ensure that prescribed policies and procedures are implemented and contribute to quality patient care. Personnel development, i.e. assessing in-service training needs and planning for PHC Platform.

ENQUIRIES: Ms LM Appolis Tel No: (021) 202-0933
APPLICATIONS: The Director: Southern/Western Sub-structure Office, People Management, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
FOR ATTENTION: Ms F Le Roux
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 01 February 2019

POST 02/162  OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)
Chief Directorate: Rural Health Services

SAALARY: R532 449 (PN-B3) per annum
CENTRE: Paarl Hospital
REQUIREMENTS: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: General or Critical Care Nursing or Medical and Surgical Nursing Science: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve the Night Manager. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and departmental policies. Basic knowledge and experience in office administration, financial and procurement administration. Basic computer literacy. People Management, disciplinary and conflict management skills. Experience in
the use of clinical equipment and control of budget levels. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within Public Service.

DUTIES:
Ensures nursing practice occurs in accordance with relevant legislation codes/policies. Effectively manage the utilisation of resources, both human and financial. Quality Improvement. Coordinate training and research. Provide support to Nursing Services, which includes relief duties for the Area Managers on both day and night duty. Maintain professional growth.

ENQUIRIES:
Ms H Louw Tel No: (021) 860-2839

APPLICATIONS:
The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl, 7620.

FOR ATTENTION:
Mr KN Cornelissen

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

CLOSING DATE:
01 February 2019

POST 02/163:
OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)
Garden Route District

SALARY:
R532 449 (PN-B3) per annum

CENTRE:
Mossel Bay 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 a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable 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/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to perform after-hour and weekend standby duties for the hospital. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Management skills such as leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills. Human Resource and Financial Management. Clinical governance and extensive knowledge in general nursing, as well as Midwifery and Neonatology. Knowledge of relevant legislation pertaining to Labour Relations, Nursing Legislation, related legal and ethical nursing practices, relevant Public Sector Policies and Protocols. Computer literacy (MS Word, Excel, PowerPoint and Outlook).

DUTIES:
Responsible for the coordination and delivery of quality nursing care within the Obstetrics and Gynaecology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant department. Manage human resources, including staff performance, people development and disciplinary processes. Manage material and financial resources. Provide effective support and management of functional business unit management principles. Effective management of information to enhance service delivery.

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

APPLICATIONS:
The Manager: Garden Route 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. Shortlisted candidates could be subjected to a competency test on the day of the interview.

CLOSING DATE:
01 February 2019

POST 02/164:
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Chief Directorate: Metro Health Services

SALARY:
R532 449 (PN-B3) per annum

CENTRE:
Michael Mapongwana 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 Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care (48), accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after-hours. 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 speciality 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 deliver 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**: Ms C Steyn, Tel No: (021) 360-4713

**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**: 01 February 2019

**POST 02/165**: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OBSTETRICS)

Chief Directorate: Metro Health Services

**SALARY**: R420 318 (PN A5) per annum

**CENTRE**: Karl Bremer Hospital

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration (i.e. annual licensing receipt of 2019). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in Obstetrics. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to Nursing within the public sector. Ability to function independently, as well as part of a multi-disciplinary team. Effective interpersonal, leadership, decision-making and conflict resolution skills. Good organisational skills and the ability to function under pressure. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

**DUTIES**: Plan, manage, coordinate and maintain an optimal Nursing Service as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, coordinate and participate in training, development and research within the Nursing Department. Deliver a support service to the
Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
APPLICATIONS : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville 7535.
FOR ATTENTION : A Dyers
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 February 2019

POST 02/166 : CHIEF DIETICIAN GRADE 1 (INTEGRATED NUTRITION PROGRAMME COORDINATOR)
Chief Directorate: Metro Health Services

SALARY : R440 982 per annum
CENTRE : Klipfontein/Mitchell’s Plain Sub-structure Office
REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Dietitian. Registration with a professional council: Registration with the (HPCSA) as Dietitian. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Proven leadership, interpersonal and communication skills. Management, monitoring and evaluation experience. Appropriate experience with the implementation of the key performance areas of the Integrated Nutrition Program (INP). Supervisory experience. Computer literacy (MS Office: Word, Excel, and PowerPoint). Ability to communicate well in at least two of the three official languages of the Western Cape.

DUTIES :
Coordinate planning, development, implementation, monitoring and evaluation of all INP programs, interventions and projects within the district. Coordinate the Integrated Nutrition Programme (INP) budget effectively and monitor the expenditure of allocated funds. Informal staff training and support in the related field. Provide nutritional service delivery when required to do so (during times such as relief of staff, pilot projects, staff training purposes).

ENQUIRIES : Ms F Peters Tel No: (021) 370-5121
APPLICATIONS : The Director: Klipfontein/Mitchell’s Plain Sub-structure Office, Private Bag X7, Lentegeur, Mitchells Plain, 7789 or Lentegeur Psychiatric Hospital, Highlands Drive, Mitchells Plain, 7785.
FOR ATTENTION : Mr RS Jonker
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 01 February 2019

POST 02/167 : RADIOGRAPHER GRADE 2 TO 3 (RADIATION ONCOLOGY)

SALARY :
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS :
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Radiographer in Radiation Oncology. Experience: Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of South African qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiation (Oncology) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Willingness to work after-hours and shifts. Competencies
DUTIES: Render administrative and information support to Unit Manager. Clinical training of students. Ability to treat patients and other staff with patience and empathy.

ENQUIRIES: Ms K Ismail, Tel No: (021) 938-4701
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payments of any kind are required when applying for this post.
CLOSING DATE: 01 February 2019

POST 02/168: ULTRASOUND RADIOGRAPHER GRADE 1 TO 3 (X2 POSTS)
Chief Directorate: Metro Health Services

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

CENTRE: Retreat CHC (X1 Post)
Du Noon CHC (X1 Post)

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a professional council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of Obstetrics, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES: Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub-district.

ENQUIRIES: Retreat CHC: Mr H Lemmetjies Tel No: (021) 713-9800
Du Noon CHC: Mr W Caesar Tel No: (021) 200-4500
APPLICATIONS: The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.
FOR ATTENTION: Mr F Le Roux
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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).

CLOSING DATE: 01 February 2019

POST 02/169: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGICAL NURSING)
Garden Route District

SALARY: Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

CENTRE: Knysna/Bitou Sub District

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in general nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in general nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and computer literacy (MS Word and Excel). Ability to function independently, as well as in a multi-disciplinary team to ensure good nursing care. Proficient in the Ophthalmic Clinical practice with regard to Care Provision and management. Demonstrate an in-depth knowledge of Professional, Ethical and Legal practice. Ability to communicate effectively (written and verbal) in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Ms L Ziervogel Tel No: (044) 302-8400

APPLICATIONS: The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION: Ms S Pienaar

NOTE: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “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: 01 February 2019
POST 02/170: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH) 
Garden Route District

SALARY:
Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

CENTRE:
Kynsna Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate, recognizable experience in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays, night duty). Competencies (knowledge/skills): Sound knowledge and understanding of Mental Health Care Act, Child Health Act, Nursing and Health Services related acts, legislation and policies. Leadership and sound interpersonal and motivational skills. Computer literary (MS Word, MS Excel and MS Outlook). Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to facilitate and promote training. Analytic thinking, independent decision making and problem-solving skills.

DUTIES:
Provide optimal, holistic specialised nursing care within set standards and professional or legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables). Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standards operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

ENQUIRIES:
Ms GA Lloyd Tel No: (044) 302-8400

APPLICATIONS:
The Director: Garden Route 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. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “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: 01 February 2019

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS:
Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/

CLOSING DATE: 01 February 2019
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.

MANAGEMENT ECHELON

POST 02/171: DEPUTY DIRECTOR-GENERAL: PLANNING - REF NO: PS 1
Branch: Education Planning

SALARY: R1 466 378 (Level 15). An all-inclusive salary package, consisting of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Head Office, Cape Town

REQUIREMENTS: An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA. Minimum of 8 years of experience at senior managerial level.

Job Purpose: To provide management information, planning, strategy, policy coordination and quality assurance services as well as oversee the infrastructure and resourcing portfolio (capital projects and maintenance projects).

DUTIES:
Line Management: Strategic management, guidance and advice in respect of the rendering of effective and efficient education management information, planning, strategy, policy coordination and quality assurance services, infrastructure planning and resource management. This includes the following broad areas of service delivery: Plan and coordinate the management of infrastructure projects, learner transport schemes, equipment, and LTSM delivery. Determine future educational infrastructure needs. Manage the planning and co-ordination of the building of schools and other infrastructure programmes in conjunction with the department of Public Works. Ensure the effective utilisation and maintenance of all WCED accommodation. Manage the planning and co-ordination of the Learner Transport Scheme. Manage the planning and co-ordination of equipment and LTSM delivery. Develop, plan, manage and co-ordinate education research. Plan required research activities. Undertake research activities. Manage and coordinate research activities. Publish and report on research findings. Develop and manage education knowledge and information systems and coordinate ICT. Develop and maintain knowledge management MIS and ICT policy and systems for the department. Co-ordinate the process of turning tacit explicit knowledge into institutional knowledge. Manage the interface with e-innovation and other service providers. Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system. Plan and oversee the provisioning of ICT requirements (MSP). Provide access to management information. Monitor and review knowledge management practices. Monitor and evaluate the performance of education delivery at specified levels and areas of the education system. Manage the development of the M & E and organisational PM systems. Manage the application of the M & E and organisational PM systems and reporting. Planning and Policy Co-ordination: Co-ordinate the departmental policy development process. Initiate and evaluate requests for policy development. Facilitate policy alignment within the department. Manage the policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the legislative process of primary and secondary statutory policy. Provide business planning and strategy services to the department. Facilitate the departmental strategic and operational planning process. Ensure alignment of departmental policy, planning and budget processes. Ensure the efficacy of the strategic review process. Facilitate the publication of the departmental annual report. Investigate alternative service
delivery options. Plan and co-ordinate special curriculum and institutional programmes. Ensure efficient and effective enterprise-wide risk management systems.

ENQUIRIES:
Mr BK Schreuder Tel No: (021) 467-2535

CLOSING DATE:
01 February 2019

POST 02/172:
CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES – REF NO: PS 2
Branch: Corporate Services

SALARY:
R1 189 338 (Salary Level 14). An all-inclusive salary package consists of a basic salary, and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years’ experience at senior managerial level. Additional requirements are as follows: A post-graduate qualification in Human Resources or Business Administration. A valid code EB driver’s license.

DUTIES:

ENQUIRIES:
Mr L Ely Tel No: (021) 467-2537

CLOSING DATE:
01 February 2019

NOTE:
This post was previously advertised (PS 78 SMS Bulletin 2A/2018). Candidates that applied need not to re-apply.

POST 02/173:
DIRECTOR: E-LEARNING: SENIOR PROJECT LEAD – REF NO: PS 3
Branch: Curriculum & Assessment Management

SALARY:
R1 005 063 (Salary level 13) all-inclusive package (A portion of the package can be structured according to the individual’s personal needs).

CENTRE:
Head Office, Cape Town

REQUIREMENTS:
An undergraduate qualification (NQF level 7) or equivalent qualification and 5 years of experience at middle management or senior management level. Recommendation: An appropriate post-graduate qualification (NQF level 8 or higher) will serve as a strong recommendation. Knowledge: Knowledge of legislation, regulations, acts, agreements, policies, associated schedules and procedures: White paper on e-education and the Schools, SITA, Public Finance Management Acts. Knowledge of the latest advances in public management theory and practice. Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / infrastructure and networks / Business and Systems analysis / Architecture and
frameworks. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing in the South Africa public sector. Knowledge of communication, public participation and public education. Skills: The skills required of a high level in-house advisor. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Expert computer literacy skills.

**DUTIES**: Line Management: Strategic management, guidance and advice in respect of the management of Education in the broadband initiative. This includes the following broad areas of service delivery: Manage project efficiently and effectively by applying generally recognised project management principles and best practices. Develop and implement a project administration framework and mechanisms for: project documentation; project workflow processes; project progress reports; project executive reporting; project meetings structure, frequency and formats; project discipline procedures; project working-groups or special task teams. Manage project management processes, sub-project managers and project office. Manage and implement project business plan and project implementation plans. Effective participation in projects, teams and committees. Promote and develop a cordial working relationship with clients, project teams and other role players. Provide managers with advice and inputs when and where required. Maintain and contribute towards a spirit of discipline, co-operation and team work. Application in general security. Promote effective management of eLearning as a strategic resource. Manage contracts, business agreements and service level agreements.

**ENQUIRIES**: Dr P Beets Tel No: (021) 467-2346

**CLOSING DATE**: 01 February 2019