

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.za>
- CLOSING DATE** : 18 June 2019, unless indicated otherwise
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 19/116** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER)**
REF NO: EADP 2019-27
- SALARY** : R1 189 338 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Relevant B-degree or equivalent qualification in Finance and Accounting on NQF level 7 as recognised by SAQA; and a Minimum of 5 years' experience at senior management level with minimum 6 years' experience in the finance environment. Recommendation: Registered as a Chartered Accountant. Competencies: Knowledge management; Service delivery innovation; Problem-solving and analysis; Client orientation and customer focus; Communication; Interpret and apply relevant policies and procedures; Human resource planning; Sound budgeting skills; Facilitation skills; Presentation skills.
- DUTIES** : Strategic Capability & Leadership (including Change Management); Translate the vision for the organisation into Chief Directorate goals; Develop and implement strategies for the Chief Directorate; Align programmes and operational support; Participate in the Department's strategic planning processes; Monitor and ensure compliance with the relevant legislation; Evaluate the performance of the Chief Directorate against the pre-determined objectives; Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme & Project Management (Line Functions); Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals; Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, including, possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact; Perform duties of Chief Financial Officer for the Department - Provide strategic management, guidance and advice to ensure the establishment and implementation of sound financial management accounting, procurement, provisioning and internal control systems and processes for the department in compliance with relevant legislative requirements which inter alia includes the following: Oversee financial planning, budgeting, forecasting, reporting and financial accounting services for the Department; Oversight over public entities - Cape Nature; Report on and monitor adherence to Public Finance Management Act (PFMA); Evaluate revenue and expenditure reports; and Reporting to Executive Authority; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief

Directorate and all performance requirements as related to the PFMA and corporate governance; Manage financial planning, forecasting and reporting processes; Ensures that budgets are aligned to the strategic objectives of the Chief Directorate; Compile and manage budgets; Control cash-flow; Institute risk management and administer tender procurement processes; Take ownership of key planning, budgeting and forecasting processes and answer questions related to topics within own responsibility; Ensures that appropriate systems, procedures and processes are developed and implemented in order to improve financial management; People Management; Manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals; Manage and coordinate personnel provisioning; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Promotion of sound employee relations; Diversity management.

ENQUIRIES : Mr PS van Zyl Tel No: (021) 483 8315

OTHER POSTS

POST 19/117 : **DEPUTY DIRECTOR: KNOWLEDGE AND INFORMATION MANAGEMENT REF NO: EADP 2019-20**

SALARY CENTRE : R733 257 per annum (Level 11) (All-inclusive salary package)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher); A minimum of 3 years' Management experience. Recommendation: Completion of a records management course; Working knowledge of data and information, knowledge and records management; Project Management experience. Competencies: Knowledge of the following: Public Administration; Applicable legislation and regulatory requirements, policies and standards; Records management, information management, knowledge management, project management and ICT management; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Development, coordination and implementation of the knowledge management strategy within the department; Manage information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; Produce reports; Enhance service delivery; Support transparency; Support integration/collaboration across departments/government spheres; Manage an effective records management system by ensuring that information contained in records is managed effectively throughout the department; Manage an electronic content management system (programme management, change management, training, user support and governance); Manage the development and implementation of the departmental ICT Planning and Coordination; Manage the staff of the component-staff performance, training and development, staff planning; Manage the budget, procurement and assets for the component; Represent the department at various national/provincial fora.

ENQUIRIES : Mr A Gaffoor at (021) 483 5128

POST 19/118 : **CONTROL ENVIRONMENTAL OFFICER: RESPONSE INTEGRATION REF NO: EADP 2019-21**

SALARY CENTRE : Grade A: R495 219 per annum (OSD as prescribed)
: Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental, Natural, Physical or Earth Sciences; A minimum of 6 years' relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Working knowledge and experience in the development and roll out of financing and funding models as well as mainstreaming climate change response.

		Competencies: Working knowledge of the following: Development and/or the implementation of policies, legislation, strategies, action plans, guidelines and environmental norms and standards; Mainstreaming and capacity building climate change programmes; Project Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
<u>DUTIES</u>	:	Review the Western Cape climate change response strategy and monitor, assess and report on climate change response in the Western Cape; Ensure alignment between the strategy and implementation plan and the mitigation and adaptation programmes at a national, provincial and local level; Integrate elements of the mitigation and adaptation programmes into a transversal climate change response programme; Build capacity in provincial and local government (response plan development) to understand the implications of climate change and what programmes can be implemented to mitigate against and build resilience for climate change; Investigate funding models and sources to promote the implementation of mitigation and adaptation projects; Conduct research on climate changes strategies, monitoring and evaluation and undertake presentations and workshops on climate change to government, business and civil society; Compile reports.
<u>ENQUIRIES</u>	:	Mr G Isaacs at (021) 483 2775
<u>POST 19/119</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): REMEDIATION AND EMERGENCY INCIDENTS MANAGEMENT REF NO: EADP 2019-19</u>
<u>SALARY CENTRE</u>	:	R402 045 per annum (OSD as prescribed)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Honours Degree (NQF 8) in natural, physical, environmental science or engineering; A valid code B driving licence. Recommendation: Honours Degree (NQF 8) with majors in Geochemistry/Chemistry/Biochemistry/Environmental Technology; Knowledge and experience in remediation of contaminated land; Computer literacy; Project Management and Environmental Management experience. Competencies: Knowledge in the following: Environmental Management and Remediation; Environmental legislation; Communication (written and verbal) and report writing skills in at least two of the three official languages of the Western Cape; Meeting facilitation skills; Must have the ability to work well within a team; Problem solving skills; Ability to meet strict deadlines.
<u>DUTIES</u>	:	Provide specialist advice into projects and policies related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide specialist comment and assessment of technical reports related to remediation of contaminated land and NEMA s30 Emergency Incident Management; Provide specialist advice and comment with regard to compliance and enforcement of the department's statutory obligations, including National Environmental Management Act (NEMA) Section 30 (emergency incidents pertaining to pollution), Section 28 (Duty of Care), the EIA Regulations and the National Environmental Management Waste Act (NEMWA); Administer emergency incident response including site visits, reviewing reports, drafting technical directives and recording information.
<u>ENQUIRIES</u>	:	Mr S Botha at (021) 483 0752
<u>POST 19/120</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): ENVIRONMENTAL LAW ENFORCEMENT REGION 1 REF NO: EADP 2019-22</u>
<u>SALARY CENTRE</u>	:	R402 045 per annum (OSD as prescribed)
	:	Department of Environmental Affairs and Development Planning, Western Cape Government
<u>REQUIREMENTS</u>	:	An Honours Degree or higher qualification in Natural Sciences or related Environmental qualification; A valid Code B driving licence. Recommendation: Working knowledge of Environmental Law; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department; Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental

- Management Inspectorate) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.
- DUTIES** : Investigate complaints and conduct enforcement operations; Draft administrative enforcement documents and investigation finalisation reports for non-compliance with environmental legislation; Assist and partake in joint compliance and enforcement operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building; Conduct/partake in environmental awareness programmes.
- ENQUIRIES** : Mr A Bassier at (021) 483 5564

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 19/121** : **HEAD CLINICAL UNIT (MEDICAL: GASTROENTEROLOGY)**
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS).
- REQUIREMENTS** : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Gastroenterology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Gastroenterology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as Medical Specialist in Gastroenterology. Inherent requirement of the job: Willingness to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a Senior Specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge and skills of Gastroenterology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students. Active participation in under- and post-graduate teaching and training programmes. Participation in administrative functions pertaining to the position. Ability to keep neat and complete records.
- DUTIES** : (key result areas/outputs): Overall strategic leadership of the division, giving expression to its vision of becoming a world-class centre for training, research and innovation. Clinical service delivery and transformation: Provide Clinical Leadership through effective and efficient clinical service provision, management, and outreach and support. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of service to stakeholders. Clinical Governance and Quality Assurance: Embed good governance and values-driven leadership practices through the establishment of specific targeted governance, and quality assurance initiatives within the division. Corporate Governance which includes ensuring sound people management and a capacitated human resource. Manage the Division within allocated budget. Faculty Responsibilities: Providing academic leadership and management as the Head of the Division, develop, and coordinate teaching programs in the Division, engage and supervise in research in the Division, Serving on University and external committees.
- ENQUIRIES** : Prof M R Moosa Tel No: (021) 938-9044 or Dr R Mistry Tel No: (021) 938-6267
- APPLICATIONS** : The Director: Peoples 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 : 14 June 2019

POST 19/122 : **PHARMACY SUPERVISOR: GRADE 1**
Garden Route District

SALARY : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Alma Community Day Centre, Mossel Bay

REQUIREMENTS : Minimum educational qualification: Basic 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. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist and tutor. Valid (Code B/EB) driver's licence. Ability and willingness to supervise, tutor and train staff. Willingness to do after-hours work and be on call. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies and Pharmaceutical Acts and Laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Good communication and interpersonal skills. Computer literacy.

DUTIES : Overall responsible for pharmaceutical service delivery in Mossel Bay Sub-district at a clinic in line with statutory requirements, Western Cape Government regulations and circulars. Provide strategy and support to ensure effective and efficient functioning of pharmacy services. Provide guidance and support for the implementation of quality management. Effective management of human resource functions for the pharmacy. Manage the budget and ensure compliance to financial prescripts with regard to the pharmaceutical and locum expenditure.

ENQUIRIES : Ms M Johnson Tel No: (044) 604-6132

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. Shortlisted candidates will be subjected to competency assessment.

CLOSING DATE : 14 June 2019

POST 19/123 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: OUTPATIENTS DEPARTMENT)**
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification with midwifery that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to work overtime, weekends and night duty when required. Competencies (knowledge/skills): Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Leadership, organisational and creative problem solving and decision making skills. Ability to work in a team, under pressure, compile reports and give feedback at meetings. Disciplinary and conflict management skills as well as knowledge of Human Resource and Financial policies. Proficient in at least two of the three official languages of the Western Cape. Computer literacy.

DUTIES : Supervise and ensure the provision of effective, efficient patient care through the identification of nursing care needs, planning and implementation of nursing care and the guidance of all staff of the OPD. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Maintain and promote professional growth, ethical standards and development of

	:	self and others. Maintain a network of professional relations in order to enhance service delivery. Display the core values of the Department of Health WCG in the execution of duties.
<u>ENQUIRIES</u>	:	Ms E Linden– Mars Tel No: (021) 918-1386
<u>APPLICATIONS</u>	:	The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
<u>FOR ATTENTION</u>	:	Ms A Dyers
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/124</u>	:	<u>CLINICAL PROGRAMME COORDINATOR (COMPREHENSIVE HEALTH)</u> West Coast District
<u>SALARY</u>	:	R444 276 (PN-A5) per annum
<u>CENTRE</u>	:	Saldanha Bay Sub-district
<u>REQUIREMENTS</u>	:	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. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Provincial HIV/AIDS/STI/TB, Chronic Diseases- and WHCH-programme and strategies. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team
<u>DUTIES</u>	:	Coordinate and implement the Sub-district HIV/AIDS/STI/TB services and establishing service linkages with integrated management of chronic conditions, 1st 1000 day's strategy, adolescent, women's and men's health services. Provide oversight, supervision and support to health facilities i.r.o. the implementation quality assurance policies, guidelines, protocols, norms and standards. Involvement with People Development component in skills development and training to support integrated health services provision. Strengthen and coordinate internal and external interface management with stakeholders, including NPOs, to enhance implementation of the COPC principles. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Effective implementation of appropriate projects to improve the integrated primary health care services in the Sub-district.
<u>ENQUIRIES</u>	:	Ms NT Mkhwela Tel No: (022) 709-5067
<u>APPLICATIONS</u>	:	The Manager: Medical Services, Saldanha Bay Sub-district, Private Bag X3, Vredenburg, 7380.
<u>FOR ATTENTION</u>	:	Mr MZ Emandien
<u>NOTE</u>	:	Shortlisted candidates may have to do a presentation and undergo a competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/125</u>	:	<u>RADIOGRAPHER GRADE 1 TO 3 (ULTRA-SONOGRAPHER)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum
<u>CENTRE</u>	:	Eerste River Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA as a Radiographer (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. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols, as well as the ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication, decision-making and conflict Management skills, as well as knowledge of radiation protection and sonography equipment safety. Computer literacy (MS Word, PowerPoint and Excel).

- DUTIES** : Responsible for the smooth running of the department, professional service, general care and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Effective and efficient Finance and Asset Management where applicable. Participate in CPD training programmes.
- ENQUIRIES** : Ms J Louw Tel No: (021) 902-8000
- APPLICATIONS** : The Chief Executive Officer: Eerste River Hospital, Private Bag X 5, Eerste River, 7100.
- FOR ATTENTION** : Ms N Wege
- 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** : 14 June 2019
- POST 19/126** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District
- SALARY** : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
- CENTRE** : Oudtshoorn Sub-district
- REQUIREMENTS** : Minimum educational qualifications: 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: Registration with the SANC as a 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 Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
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** : 14 June 2019
- POST 19/127** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : Grade 1: R383 226 (PN-B1) per annum
Grade 2: R471 333 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 12% of the basic salary)
- CENTRE** : Murraysburg Health Facility
REQUIREMENTS : Minimum educational qualifications: 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. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a 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 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 overtime when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e. MS Word, Excel, Outlook).
- DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities.
- ENQUIRIES** : Sr FK Fass Tel No: (049) 844-0021
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION NOTE : Ms S Pienaar
: 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 : 14 June 2019

POST 19/128 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3**
(6 Months Contract)

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum
Plus 37% in lieu service benefits

CENTRE REQUIREMENTS : Red Cross War Memorial Children's Hospital, Rondebosch
: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Technologist (Chemistry). Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) 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: Leave dependent on departmental needs always. Competencies (knowledge/skills): Proficiency in Word, Excel and Access. Ability to perform calculations to determine concentrations, ratios. Ability to work both independently and cooperatively as a team member. Extensive laboratory experience and/or training that demonstrates the ability to successfully process samples and perform analysis. Ability to perform meticulous measurement of delicate samples and assist in the production of radiopharmaceuticals.

DUTIES : Perform in vitro investigations using Radio immuno assays such as glomerulo filtration rate determination. Provide a thyroid screening service using neonatal cord blood samples. Produce or assist with the production of radiopharmaceuticals. Act as radiation protection officer and assist in the safe ordering, storage and usage of radio-isotopes. Maintain accurate department records, assist in reports to statutory bodies and provide statistical data as required. Perform required laboratory administrative duties (including laboratory management, quality control, safety processes, process improvement, and ordering supplies), training of other staff, and other duties and projects as required.

ENQUIRIES APPLICATIONS : Ms F Abels Tel No: (021) 658-5330
: The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION NOTE : Ms T Nqola
: 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** : 14 June 2019
- POST 19/129** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
Garden Route District
- SALARY** : R316 791 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in Finance, Revenue and Supply Chain Management. Experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Proven supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, CLINICOM or BAS. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Sound knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.
- DUTIES** : Management of Supply Chain Department to ensure effective and efficient application of procurement policies, processes including acquisition, contracts, logistics, assets, demand, and disposals, ensure SCM performance and risk management. Manage and ensure compliance within the Finance Department (expenditure control, revenue control, verify and authorise and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorising payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Responsible for timely and accurate reporting of financial statements, disclosure of assets, inventories and Financial and SCM related indicators and management of Loss Control. Responsible for timely and accurate reporting of Revenue in year monitoring IYM, BAS/accounts receivable AR reconciliation and Revenue Action Plan. Manage, control and monitor UPFS compliance, management of RAF, WCA/COID and state debt like SAPS/DCS/SANDF. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions within the component.
- ENQUIRIES** : Mr J Boshoff Tel No: (044) 604-6105
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. Shortlisted candidates may be subjected to a competency test.
- CLOSING DATE** : 21 June 2019
- POST 19/130** : **ARTISAN FOREMAN GRADE A**
Garden Route District
- SALARY** : R304 263 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years’ experience as Artisan after obtaining the Trade Test certificate which includes electrical experience. Supervisory experience. Inherent requirements of the job: Valid driver’s license (Code B/EB) and willingness to travel. Standby duties and work after hours. Competencies (knowledge/skills): Excellent mechanical and electrical skills and building experience. Computer literacy (MS Word and Excel). Effective communication skills in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Repairs and maintenance at hospital and Primary Health Care Facilities. Control and supervision of workshop staff. Apply budget and expenditure control. Take responsibility for security of workshop. Personnel evaluation progress reports. Training of subordinates. Liaison with engineering management and private sector to co-ordinate and facilitate completion of ad-hoc projects.

ENQUIRIES : Mr DW Matthee Tel No: (044) 302-8406

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

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 21 June 2019

POST 19/131 : **ARTISAN PRODUCTION GRADE A TO C (MILLWRIGHT/ELECTRICAL)**

SALARY : Grade A: R190 653 per annum
Grade B: R224574 per annum
Grade C: R262 176 per annum

CENTRE : Post 1: Swartland Sub-district (stationed at Swartland Hospital)
Post 2: Bergriver Sub-district (stationed at Radie Kotze Hospital) West Coast District

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: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/ knowledge in the different fields of a hospital environment.

DUTIES : Key result areas/outputs: Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Do or assist Foreman with day to day planning and management of job cards for the workshop including: workload management, tracking and logging of jobs (in a register), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Do or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders with regard to execution of projects. Appointee in the Swartland Sub-district will act as supervisor in the absence of Foreman/ Senior Artisan while the appointee in the Bergriver Sub-district will act as supervisor.

ENQUIRIES : Mr GO Waneburg, Tel No: (022) 487-9202

APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass

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

CLOSING DATE : 21 June 2019

<u>POST 19/132</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C</u> <u>(MILLWRIGHT/ELECTROTECHNICAL)</u> Garden Route District
<u>SALARY</u>	:	Grade A: R190 653 per annum, Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Garden Route District Office, George
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate as Millwright/Electrotechnical. 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: Valid (Code E/EB) driver's licence. Willingness to travel long distances in the Western Cape. Willingness to work irregular hours (i.e. day, night, overtime, after hours, stand-by duties and weekends) and attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Ability to conduct fault-finding electrical and mechanical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in Ms Word and Excel, Email and internet use.
<u>DUTIES</u>	:	Electrical and Mechanical Repairs, Maintenance and Fault finding of plant equipment, Laundry machinery, Autoclaves, Standby Generators and other Hospital equipment. Inspect equipment and installations. Assist Artisan Foreman and Chief Artisan with administration, planning and schedules. Planning, compile specifications and managing of Projects. Assist with procurement of spares and Control over tools and materials. Training and development of staff. It would be required of the officer to learn and comply with in-house systems and procedures.
<u>ENQUIRIES</u>	:	Mr H A Rossouw Tel No: (044 802 4489) or 083 654 3703
<u>APPLICATIONS</u>	:	The District Manager: Garden Route District, Private Bag X6592 George, 6529.
<u>FOR ATTENTION</u>	:	Ms S Pienaar
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	14 June 2019
<u>POST 19/133</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (WORKSHOP)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Excellent computer proficiency in Word, Excel and PowerPoint. Competencies (knowledge/skills): Ability to organise and prioritise activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Ensure effective and efficient procurement service to the Workshop Department. Perform payment functions on LOGIS with regard to all purchases of goods and services in relation to workshop activities. Capture data, collate, compile and distribute workshop activity reports and statistics. Support Workshop Supervisor including: responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing and sending of notices.
<u>ENQUIRIES</u>	:	Mr R Joubert Tel No: (044) 802-4358
<u>APPLICATIONS</u>	:	The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
<u>FOR ATTENTION</u>	:	Mr BH Cassim
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	21 June 2019

POST 19/134 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R145 281 per annum
CENTRE : Alexandra Hospital
REQUIREMENTS : Minimum educational qualification: General Education and training Certificate (GETC) Grade 9 (St 7). Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability and willingness to work shifts, which include weekends/public holidays and overtime as needed. Competencies (knowledge/skills): Knowledge of production and cooking methods for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles. Sound organising skills. Inter-personal skills in relations with all categories of staff in the execution of his/her supervisory functions. Computer literacy, writing skills and the ability to work under pressure (Computer literacy to be mentioned in CV or proof attached). Ability to read, speak and write in at least two of the three official languages of the Western Cape.

DUTIES : Process food statistics and keep records as well as order, receipt, storage and issue all food provisions and stock in the food service unit. Supervise food preparation and production of all full and therapeutic diets. Supervise the weighing, dishing and distribution of food to various wards. Supervise hygiene, use and maintenance of equipment and occupational health and safety. Supervise adherence to prescripts, elementary control measures and standard operational procedures. Supervise human resources, financial resources and do stock control.

ENQUIRIES : Ms R Potgieter Tel No: (021) 503-5023
APPLICATIONS : The Chief Executive Officer: Private Bag X1, Maitland 7405.
FOR ATTENTION : Ms R Potgieter
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment

CLOSING DATE : 21 June 2019

POST 19/135 : **HANDYMAN**
West Coast District

SALARY : R145 281 per annum
CENTRE : Swartland Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work overtime. Must be physically fit to perform duties as required. Strict adherence to the Occupational Health and Safety Act. Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Ability to work independently and good organisational as well as team skills. Good communication skills in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active) and work independently, as well as in a team. Knowledge of: Carpentry, Electrical, Painting, Refrigeration, Plumbing and Glazing within a Health environment.

DUTIES : Assist with repairs, installations and emergency breakdowns and maintain and repair Equipment at hospital. Complete and return repair requisitions and perform the necessary administrative functions. Assist in preventive maintenance procedures. Able to do minor electrical, plumbing repairs and building at the hospital and assist with repairs and installation projects, supervise and in-service training of co-workers. Exercise effective control over supplies and assets. General support functions to management.

ENQUIRIES : Mr G Waneburg Tel No: (022) 487-9202
APPLICATIONS : The District Director: West Coast District Office, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

CLOSING DATE : 21 June 2019

POST 19/136 : **SECURITY OFFICER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC), Grade 9 (Std 7). Registration with a professional council: Registration with the Private Security Board of South Africa for 2006 in terms of the Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience as a Security Officer in a Psychiatric environment. Inherent requirement of the job: Willingness to work shifts, public holidays, weekends, day/night duty and rotation basis. Competencies (knowledge/skills): Strong sense of responsibility and the ability to function independently in challenging situations, especially within the Psychiatric and Intellectual Disability areas. Self-discipline, self-motivated and the ability to work under pressure. Good communication, listening, conflict and group handling skills and skilled in writing reports. Knowledge of Mental Health Legislation, as well as relevant Hospital and Department protocols, policies and medico-legal hazards.

DUTIES : Access control of all buildings on the establishment. Perform delegated duties in all units, day and night, on a rotational basis. Assistance to personnel with the handling of aggressive/uncontrolled patients. Escort patients on/off hospital premises. Deliver a supportive security service to allocated areas with the aim to prevent injuries, absconment of patients, litigation and adverse incidents. Effectively utilise financial resources, equipment, provisioning with emphasis on cost containment and support to the Security Manager.

ENQUIRIES : Ms M Froneman Tel No: (021) 826-5864
APPLICATIONS : The Assistant Director: Human Resource Management, Valkenberg Hospital, Private Bag X1, Observatory 7935.

FOR ATTENTION : Ms M Page
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment

CLOSING DATE : 21 June 2019

POST 19/137 : **HOUSEHOLD AID**
Garden Route District

SALARY : R102 534 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience within a health care environment. Inherent requirements of the job: Ability to perform physical tasks, e.g. lifting of heavy equipment/supplies and operate machinery. Willingness to render a shift service on weekends, public holidays, day, night and duties and rotate in different departments according to operational needs and requirements. Willingness to work in an environment with infectious patients. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to mix cleaning fluids and interpret basic formulas correctly. Able to do basic calculation functions.

DUTIES : Responsible for general hygienic and safe environment. Safe and effective use of consumables and other resources, including the safekeeping thereof. Render support services to Housekeeping Supervisor. Maintain hygienic and safe environment by adhering to all cleaning procedures. Handle equipment and waste. Handle linen and serving of meals. Infection Control and Occupational Health measures. Adhere to loyal service ethics.

ENQUIRIES : Ms G Lloyd Tel No: (044) 302-8440
APPLICATIONS : The Director: Garden Route District, 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 : 21 June 2019

POST 19/138 : **CLEANER**
Overberg District

SALARY : R102 534 per annum
CENTRE : Gansbaai Clinic (X1 post)
Hermanus CDC (X1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital/clinic environment. Inherent requirements for the job: Physically able to lift and move heavy objects. Ability to operate machinery and equipment. Competencies (knowledge/skills): Knowledge of the correct methods of handling and disposal of refuse/waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. Good interpersonal skills.

DUTIES : Provide a clean, hygienic and safe environment within the clinic.ie (sweeping, scrubbing, refuse removal, high dusting, mopping, polishing, cleaning clinic grounds, cleaning of windows and walls). Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms MA Samuels Tel No: (028) 313-5200
APPLICATIONS : The Director: Overberg District Office, Caledon, 7230.
FOR ATTENTION : Ms AM Brits
NOTE : No payment of any kind is required when applying for this post. Successful candidate may be subject to pre-test

CLOSING DATE : 21 June 2019

DEPARTMENT OF THE PREMIER

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

CLOSING DATE : 18 June 2019

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 19/139 : **APPLICATION DEVELOPMENT MANAGER: HEALTH AND SOCIAL DEVELOPMENT REF NO: DOTP 2019-44**

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma or higher qualification); A minimum of 5 years' experience in a ICT environment of which 3 years must be middle management experience; A valid code B driving licence. Recommendation: Experience in the full system development life cycle of Enterprise Scale Applications; Proven experience in managing a team of System Analysts and /or Developers; Experience in a variety of current development environments including Oracle, Net, C++; Experience in managing systems development in the public sector. Competencies: Knowledge of public sector and its operations and Strategic Planning skills; Understanding of fundamental principles of Enterprise Software Development and Maintenance; Advanced computer literacy skills, especially Business Systems Analysis; Ability to work under pressure and meet deadlines; Report writing skills; Exceptional planning and organisation skills; Excellent Communication (written and verbal) skills in at least

		two of the three official languages of the Western Cape; Self-motivated and disciplined; Planning, organising and Problem solving.
<u>DUTIES</u>	:	Manage a team of professionals and service providers that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to systems and applications planning, development, implementation and maintenance; Maintain Systems and Enterprise information Architectures within provincial strategies and Central Architecture Framework; Provide inputs into the development and planning of provincial ICT policy and strategy relating to systems and applications; Develop, co-ordinate and manage departmental systems and applications policy, strategy, architectures, standards and processes; Manages functional, applications training and support (FATS); Manages project office, project managers and project processes; Provide inputs into the budget and fiscal process; Member of the component's management team.
<u>ENQUIRIES</u>	:	Mr L Benting at (021) 483 8941
<u>POST 19/140</u>	:	<u>PSYCHOMETRIST GRADE 1: ORGANISATIONAL BEHAVIOUR REF NO: DOTP 2019-53</u>
<u>SALARY</u>	:	Grade 1: R579 147 per annum (All-inclusive salary package) (As prescribed by OSD)
<u>CENTRE</u>	:	Department of the Premier, Western Cape Government
<u>REQUIREMENTS</u>	:	A recognised Honours/4-year Degree in Psychology; Registration as an Independent Psychometrist with the Health Professions Council of South Africa (HPCSA) with a valid PMT number; A valid Code 8 driving licence. Recommendation: Experience in an assessment related environment conducting competency assessments for selection and development purposes; Willingness to travel and work irregular hours when required. Competencies: Knowledge of the following: Health Professions Act, 1974; Mental Health Care Act, 2002; HPCSA Code of Ethics for Professionals; Scope of Practice for Psychometrist; Employment Equity Act, 1998; Labour Relations Act, 1998; Protection of Personal Information Act, 2013; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000; HPCSA policy guideline on classification of psychometric measuring devices, instruments, methods and techniques; HPCSA list of classified psychological tests; Training regulations of the Professional Board of Psychologists; HPCSA training requirements; SIOPSA code of practice for psychological and other similar assessments in the workplace; Professional judgement skills; Relating and networking skills; Analysing, writing and reporting skills; Applying expertise and technology; Delivering results and meeting customer expectations; Persuading and influencing skills; Presenting and communicating information; Adhering to principles and values; Problem solving skills; Proven computer literacy; Project Management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Render services in psychometrist testing and assessment: Set up the candidates on the assessment centre system(s); Conducting the administration of appropriate psychometrist test batteries for competency assessments; Measure psychological functions including cognitive, interest, aptitude and personality as it relates to the workplace for selection and development purposes; Responsible for providing feedback to clients on the results of competency/psychological assessments; Advocate and advise on the appropriate use of competency assessments in the organisation; Participate in the selection/compilation of appropriate test batteries for competency assessments; Assist with administrative duties: Assist in the maintenance of PAC information databases; Responsible for maintaining assessment scores, reports and related data on the assessment centre system(s); Ensure logistical arrangements for competency assessment sessions are finalised; Monitor the resources, materials and equipment required for competency assessment process (stock-taking).
<u>ENQUIRIES</u>	:	Ms A Davids at (021) 466 9723
<u>POST 19/141</u>	:	<u>CHIEF ANALYST DEVELOPER: EDUCATION AND CULTURAL AFFAIRS AND SPORT REF NO: DOTP 2019-51 (X2 POSTS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)

- CENTRE REQUIREMENTS** : Department of the Premier, Western Cape Government
 : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years' experience in systems development and analysis; A valid Code B driving licence. Recommendation: Experience in the following: Web development; Software Development (SDLC)- Oracle PL/SQL, Oracle Forms and Reports; JavaScript knowledge; System Analysis and Design Principles (SDLC). Competencies: Knowledge of the following: Education related systems; Human Resource and Finance related systems; Online booking systems; Technical standards/procedures; Project Management; Conflict Management; National and International IT policies and trends; Programming languages-Oracle PL/SQL, Oracle Forms and Reports, Java Script, Ajax; Oracle database-Develop, maintain database tables, views, functions and stored procedures; Planning and organising skills; Ability to work as part of a team; Communication (written and verbal) skills in two of the three official languages of the Western Cape; Good decision making skills; Problem solving skills.
- DUTIES** : Software development: Develop, construct and implement application programs; Design programs from program specifications; System analysis: User requirements gathering and analysis; Develop functional and technical specifications to meet the business needs of clients; Quality control: Ensure technical and functional standards are observed; Responsible for quality control as well as code walk through; Liaison with client: Liaise with client departments with regards to system requirements; Produce reports and spreadsheets based on ad-hoc client requirements.
- ENQUIRIES** : Mr R Richards at (021) 467 2886

DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 18 June 2019
- 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 19/142** : **ADMINISTRATION CLERK: OUTENIEKWA: ADMIN REF NO: DSD 2019-52**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Organising and planning skills.
- DUTIES** : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration function in relation to ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting

on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.

ENQUIRIES : Ms B Nicholas at (044) 803 7508

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.za>

CLOSING DATE : 18 June 2019

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 19/143 : **CHIEF ARCHITECT: WEST COAST/WINELANDS REF NO: TPW 2019-79**

SALARY : Grade A: R898 569 per annum (OSD as prescribed)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : B Degree in Architecture or relevant qualification; A minimum of 6 years post qualification architectural experience required; Valid driving licence; Compulsory registration with SACAP as a professional Architect. Competencies: Technical: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operating skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Generic: Strategic capability and leadership; Financial Management; Conflict management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; People management skills; Planning and organising skills; Change Management; Good analytical, interpersonal and organisational skills.

DUTIES : Architectural design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives; Financial Management: Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management; Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation

of architectural related matters to minimize possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans; Operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals; People management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational 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 : Ms P Williams at (021) 483 2004

POST 19/144 : **ARCHITECT (PRODUCTION LEVEL): ARCHITECTURAL SERVICES REF NO: TPW 2019-87**

SALARY : Grade A: R618 732 - R666 540 per annum
Grade B: R707 451 - R754 953 per annum
Grade C: R797 670 - R939 621 per annum
(Salary will be determined by post registration experience- OSD as prescribed)

CENTRE REQUIREMENTS : Department of Transport and Public Works, Western Cape Government
: B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in using Autodesk Revit & Sketchup. Competencies: Knowledge in the following: Architectural planning, producing construction documents and administration of JBCC 2000 PBA and NEC3 EEC contracts; Using Autodesk AutoCAD, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project; Legal compliance with various acts including the Occupation Health & Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Ability to work under pressure and meet deadlines; Self-motivated; Conflict management; Leadership, organising and teamwork; Verbal and written communication in skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human Capital development; Research & professional development.

ENQUIRIES : Ms C Skillicorn Tel No: (021) 483 4605

POST 19/145 : **PROJECT OFFICE MANAGER: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-77**

SALARY : R376 596 per annum (Level 09)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (3-year National Diploma/B-Degree or higher); Minimum of 3 years appropriate experience. Recommendation: Knowledge of budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Experience in: Project administration, Contract management, Using RPM of similar software and Road network information systems; Exposure to Government Procurement and financial processes, Roads Experience; Programme Management; Project Programme Management Systems implementation; Qualification in Public Management and Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Principles and processes for providing customer and personal services; Project Management; Public Management and administration; Political Science and public policy; Relationship management; Government structures; Enterprise Systems Administration; Quality and Configuration Management; ISO 9001/2000; Communication (written and verbal) skills in at least

		two of the three official languages of the Western Cape; Good organisational and planning skills; Problem solving and decision making skills.
<u>DUTIES</u>	:	General administration management responsibilities: Develop and maintain the project management system; Personnel Administration Management: Ensure and determine the optimum use of available resources to meet the required objectives of the branch; Quality Management/Planning: Evaluation and specification of the minimum quality requirements in terms of projects; Quality Control: Assess, analyse and document the business processes and procedures of the Project Office; Quality Assurance: Administration and control of the quality of Project Office processes and procedures; Quality Engineering/Improvement: Recommend actions to increase the effectiveness and efficiency of Project Management within the department/branch.
<u>ENQUIRIES</u>	:	Mr H. Coetzee at (021) 483 2214
<u>POST 19/146</u>	:	<u>ASSISTANT DIRECTOR: EPWP COORDINATION REF NO: TPW 2019-83</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' appropriate experience; A valid code B driving licence Recommendation: Willingness to travel and work irregular hours. Competencies: Knowledge of the following: Monitoring and evaluation methods, tools and techniques; Business and management principles; Principles and processes for providing customer and personal services; Project Management; Public Management and administration; Political Science and public policy; Relationship management; Government structures; Enterprise Systems Administration; Quality and Configuration Management; ISO 9001/2000; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good organisational and planning skills; Problem solving and decision making skills.
<u>DUTIES</u>	:	Coordinate and oversee stakeholder liaison in the Western Cape: Responsible for the development and monitoring of the sector and district plans; Ensure the provision of management support; Responsible for maintaining functional institutional arrangements; Liaison with various stakeholders on national, provincial and local level; Ensure that supply chain management and finance regulations are observed.
<u>ENQUIRIES</u>	:	Mr J Cloete at (021) 483 2597
<u>POST 19/147</u>	:	<u>PROJECT ADMINISTRATOR: PROJECT OFFICE: ROAD NETWORK MANAGEMENT REF NO: TPW 2019-76 (X3 POSTS)</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification (National Diploma/B-Degree or higher); A minimum of 1 year experience. Recommendation: Working knowledge of the following: Budgeting processes; Data application of Data Audit Management Procedures; Supervision of staff; Data Management Compliance with project procedures; Project administration Experience; Previous Experience in using RPM of similar software; Previous experience with road network information systems; Exposure to Government Procurement and financial processes; Qualification in Public Administration, any industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Data management; proven computer literacy.
<u>DUTIES</u>	:	Ensure project data integrity; Provide formal as well as one-on-one user training; Assist the project manager in developing project reports, newsletters and high quality presentations to facilitate project administration; Assist the project manager in monitoring and controlling project schedules; Establish baselines regarding configuration items; Establish and maintain Master Record Indexes; Ensure the change process is followed; Assist in the development and maintenance of the change control process; Develop, implement and maintain per project of all quality

plans, standards, processes and procedures under the instruction of the project manager; Participate in project reviews, walkthroughs, inspections and acceptance process; Plan and execute internal audits.

ENQUIRIES : Mr H Coetzee at (021) 483 2214

POST 19/148 : **DATA AND INFORMATION ADMINISTRATOR: PROJECT OFFICE (ROAD NETWORK MANAGEMENT) REF NO: TPW 2019-78 (X3 POSTS)**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate NQF 5 Certificate/Diploma (1-2 years post school qualification); A minimum of 3 years' appropriate experience. Recommendation: Experience in any of the following: Project administration, Using RPM of similar software, Road network information systems; Exposure to Government Procurement and Financial processes; Certificate or Diploma in any Industry Management, Project Management or Infrastructure related fields, inclusive of Engineering or Architecture. Competencies: Knowledge of the following: Project administration; Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology; Applicable data entry applications; Roads environment; EPWP; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Programme/ Project Management and Administration; Planning and organising skills.

DUTIES : Provide regional project office support; Ensure all project expenses are captured and provide support to regions in this regard; Update all project plans regarding progress; Update Premier's dashboard; Collate and update EPWP information on National EPWP system; Allocate project numbers and compile reports, letters and other documents for publication and electronic transmission; Maintain an electronic filing system to maintain project information and data; Provide administrative support to component and project managers.

ENQUIRIES : Mr H Coetzee at (021) 483 2214

POST 19/149 : **REGIONAL COORDINATOR: EPWP COORDINATION REF NO: TPW 2019-84**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years clerical experience; A valid Code B (or higher) driving licence. Recommendation: Willing to travel and work irregular hours as required. Competencies: Knowledge of the following: Financial Management; National, provincial and departmental policies, prescripts and practices regarding EPWP; Public Service reporting procedures; Principles and processes for providing customer and personal services; Principles in planning, resource allocation, human resources, leadership, production methods and coordination people; Understanding of EPWP Ministerial Determination and applicable legislation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Problem solving and decision making skills.

DUTIES : Drafting and submission of signed consolidated district plan; Monitoring and support implementing bodies to register and report all projects in their business plan and provide performance matrix to the manager; Manage procurement processes as per SCM; Management of government resources allocated to official and adhere to HR processes; Monitoring of attendance of appointed members; Provision of governance secretariat; Facilitate EPWP orientation sessions; Facilitate induction sessions for EPWP participants; Facilitate distribution and collection of protocol agreements; Facilitate signing of municipal grant agreements and business plan.

ENQUIRIES : Mr J Cloete at (021) 483 2597

POST 19/150 : **REGISTRY CLERK: PHYSICAL RECORD MANAGEMENT REF NO: TPW 2019-82**

SALARY : R173 703 per annum (Level 05)

CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Registry environment experience. Competencies: A good understanding of the following: General support; Registry and archiving procedures and tasks; Application of relevant legislation; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Ability to work under pressure and meet deadlines.

DUTIES : Opening of physical files, maintenance and tracking of borrowed files; Opening, sorting and distribution of mail internally and externally; Preparing mail to be posted by folding and franking; Responsible for the correct and neat filing of documentation, including maintenance of index pages in physical files; Assist the supervisor with the allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the disposal of records.

ENQUIRIES : Mr A Kruger at (021) 483 7088