ANNEXURE P

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.

MANAGEMENT ECHELON

POST 22/140:
MANAGER: MEDICAL SERVICES GRADE 1
Chief Directorate: Metro Health Services

SALARY:
R 1 173 900 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE:
Karl Bremer Hospital, Bellville

REQUIREMENTS:
Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice).
Experience: A minimum of 3-year appropriate experience as Medical officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid driver’s licence (Code B/EB). Willingness and skills to do after hour’s clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience of managing clinical services.

DUTIES:
Strategic, operational and financial management of all clinical service areas and clinical support services. Coordination of clinical governance activities. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource management and planning of Clinical Personnel. Assist with delivery of clinical services within scope of clinical knowledge and skills.

ENQUIRIES:
Ms JO Arendse, tel. no. (021) 815-8855

APPLICATIONS:
The Manager: People Management, Northern/Tygerberg Sub-structure Office, Metro Health Services, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.

FOR ATTENTION:
Ms P Petersen

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

CLOSING DATE:
5 July 2019

POST 22/141:
DENTAL SPECIALIST GRADE 1 TO 3 (ORTHODONTICS)
Chief Directorate: Metro Health Services

SALARY:
R 1 106 040 per annum

CENTRE:
Oral Health Centre

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health professions Council of South Africa (HPCSA) as Dental Specialist in the speciality Orthodontics. Registration with a professional council: Registration with the HPCSA as Dental Specialist in the speciality Orthodontics. Experience: Grade 1: None after registration with the HPCSA as a Dental Specialist. Grade 2: A minimum of 5 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist in the speciality Orthodontics. - Grade 3: A minimum of 10 years appropriate experience as Dental Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Dental Specialist.
Specialist in a specialty Orthodontics. Inherent requirements of the job: - Willingness to work overtime if and when required. - Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): - Communication skills in at least two of the three official languages of the Western Cape. NOTE: No payment of any kind will be 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). 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.

**DUTIES**

Key results areas/outputs: Implementation, monitoring and evaluation of dental services on the Oral Health Teaching platform. Supervision and leadership role with regards to teaching, training and education of post-graduate and under-graduate students. Performing administrative activities relating to the position. Operational and clinical research. Render general and specialist dental services at the Oral Health Teaching platform. Provide leadership and management within the Oral Health Teaching platform.

**ENQUIRIES**

Prof AMP Harris (021) 937-3105/6

**APPLICATIONS**

www.westerncape.gov.za/health-jobs (click "online applications")

**CLOSING DATE**

5 July 2019

**OTHER POSTS**

**POST 22/142**

**ASSISTANT MANAGER PHARMACEUTICAL SERVICES**

Chief Directorate: Metro Health Services

**SALARY**

R 897 936 per annum (A portion of the package can be structured according to the individual’s personal needs)

**CENTRE**

Karl Bremer Hospital

**REQUIREMENTS**

Minimum educational qualifications: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with SAPC. Inherent requirements of the job: Prepared to be registered as a Responsible Pharmacist. Prepared to be registered as a Tutor with the South African Pharmacy Council. Prepared to share on-call duties. Willingness to deliver an after-hour service. Valid (code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that governs the practice of Pharmacy. Sound management, communication skills (written and verbal) in at least two of the three official languages of the Western Cape and conflict resolution skills. Computer literacy (MS Word, Excel and PowerPoint) as well as experience and knowledge of JAC and MEDSAS. Planning and organisational skills. Proof of Continuous Professional Development. Knowledge of Finance and Supply Chain Management. Ability to function independently as well as part of a multi-disciplinary team. Appropriate supervisory experience.

**DUTIES**

(k key result areas/outputs): Quality provision of pharmaceutical care to the Hospital patients by implementing and monitoring work procedures policies and guidelines, ensuring compliance to protocols and Standard Treatment Guidelines and providing information to prescribers and other healthcare workers at the facility. Overall responsibility and accountability for medicine supply management to ensure the safe and reliable procurement, storage control and distribution of quality pharmaceutical to patients. Effective monitoring and advice on pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Effective general management and human resource management function.

**ENQUIRIES**

Dr L Naude, tel. no. (021) 918-1223

**APPLICATIONS**

The Manager Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535.
FOR ATTENTION: Ms A Dyers
NOTE: No payment of any kind is required when applying for this post. A competency test will form part of the interview process
CLOSING DATE: 5 July 2019
POST 22/143: FACILITY MANAGER PHC
Chief Directorate: Metro Health Services
SALARY: R 733 257 per annum (A portion of the package can be structured according to the individual’s personal needs).
CENTRE: Delft Community Health Centre
DUTIES: (key result areas/outputs): General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management. Community Engagement.
ENQUIRIES: Mr A Patientia, tel. no. (021) 815-8894
APPLICATIONS: The Director: People Management, Green Building, Bellville Health Park, Karl Bremer Hospital Presinct, Northern/Tygerberg Sub Structure Office, Metro Health Services, Private Bag X99 Bellville, 7500.
FOR ATTENTION: Ms P Louw
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test/assessment
CLOSING DATE: 5 July 2019
POST 22/144: DEPUTY DIRECTOR: INFORMATION MANAGEMENT (ICT GOVERNANCE)
Head Office, Cape Town
SALARY: R 733 257 per annum
CENTRE: Directorate: Information Management
REQUIREMENTS: Minimum educational requirement: An appropriate 3-year tertiary qualification (National Diploma/B-Degree). Experience: Extensive experience in Project Management. Extensive understanding of COBIT and ITIL principles. Minimum 5-year working experience in an IT Environment. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel and/or be on standby. Competencies (knowledge/skills): A high level of computer literacy (Advanced MS Office). Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Ability to work co-operatively with colleagues and stakeholders at all levels. Ability to manage vendor contracts and SLA’s. Knowledge of Systems Development Lifecycle.
DUTIES: (key result areas/outputs): Provide project management support services for new and existing health ICT Systems. Manage and co-ordinate ICT Governance Structures. Develop and implement the ICT Strategic and Operational Plans for the WCG Health. Develop and implement an ICT Disaster Recovery and Business Continuity Plan for WCG Health. Develop a process to manage application, data and user access management for WCG Health. Manage, monitor and evaluate IT vendor performance against all relevant contracts and Service Level Agreements.
ENQUIRIES: Mr I de Vega, tel. no. (021) 483-8801
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. It may be expected of shortlisted candidates to do a presentation and undergo a competency assessment.

CLOSING DATE: 5 July 2019

POST 22/145: CHIEF ARTISAN GRADE A (ELECTRICAL)
Candidates who previously applied for this position are encouraged to re-apply

SALARY: R 386 487 per annum
CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch
REQUIREMENTS:
Minimum educational qualification: Appropriate Electrical Trade Test Certificate. Experience: 10 years’ appropriate post-qualification experience in the post of Artisan/Artisan Foreman. Inherent requirements of the job: Wireman’s Licence (3 Phase). Valid (Code B/EB) driver's licence and own reliable transport. Willingness to perform standby duties after hours, over weekends, public holidays and overtime or when the need arises.
Competencies (knowledge/skills): Planning and organising, conflict management and knowledge of Occupational Health and Safety Act. Ability to communicate in at least two of the three official languages of the Western Cape. Good computer, communication, organising / planning and project management skills. Self-managed and motivated.

DUTIES: Key result areas/outputs: Manage scheduled and preventative maintenance of plant and equipment. Manage repairs of equipment, plant, reticulations and service to client satisfaction and provide necessary feedback on completion. Facilitate Dept. Public Works scheduled maintenance projects and small contracted projects. Manage hospital gas, water and electricity services and ensure continuity of these services. Manage Hospital Engineering service contracts. Manage Hospital Engineering procurement and expenditure by ensuring expenditure is within budget, that information and paperwork is submitted to SCM timeously and that petty cash purchases are well managed. Provide input, assistance and compile technical specifications, draft reports, submissions and perform other relevant administrative tasks. Ensure that the working environment for Hospital Engineering staff is safe and that they are appropriately equipped with PPE and are adhering to site safety protocol. Manage Hospital Engineering staff by maintaining the Staff Performance Management System, managing staff leave, encouraging staff development, ensuring productivity and managing overtime.

ENQUIRIES: Mr K Chauhan, tel. no. (021) 658-5416
APPLICATIONS: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Rondebosch, 7701.
FOR ATTENTION: Ms T Nqola
NOTE: Shortlisted candidates will be subjected to a practical test. No payments of any kind are required when applying for this post.
CLOSING DATE: 12 July 2019

POST 22/146: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT

SALARY: R 376 596 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS:
Minimum educational qualification: Appropriate three-year National Diploma or Degree in a Finance related field. Experience: Appropriate knowledge and supervisory experience in Financial Administration and Supply Chain Management. Extensive knowledge of the LOGIS/SYSPRO or a similar procurement management system. Able to work independently in a stressful environment. Good managerial and interpretation skills. Advance computer literacy (MS Excel and Word). Sound knowledge of BAS and IFS. Sound knowledge of applicable policies (PFMA, AO System, Treasury Instructions and Human Resource policies). Ability to effectively communicate in at least two of the three official languages of the Western Cape. High developed problem-solving abilities. Ability to manage and develop staff.

DUTIES: (key result areas/outputs): Exercise effective and efficient overall control and monitoring of Supply Chain Management. Ensure compliance to all relevant laws and prescripts, thereby ensuring audit compliance. Ensure timeous and accurate reporting on SCM information and performance. Ensure effective and efficient management of SCM Systems. Manage an efficient and effective Bid/quotation process and provide support to the QC and CHBAC.
Assist with the transversal SCM/Procurement functions across the Central Hospitals. Facilitate an efficient and effective Demand and Acquisitioning process. Ensure efficient and effective Contract Management. Manage all relevant Human Resource Management functions in the component, including discipline, grievances and SPMS.

ENQUIRIES : Mr M Martin, tel. no. (021) 938-5607
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subject to a practical/competency test.
CLOSING DATE : 5 July 2019
POST 22/147 : SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)
SALARY : R 316 791 per annum
CENTRE : Tygerberg Hospital, Parow Valley
DUTIES : (key result areas/outputs): Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.
ENQUIRIES : Mr N Martin, tel. no. (021) 938-5607
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
CLOSING DATE : 5 July 2019
POST 22/148 : ARTISAN FOREMAN GRADE A (REFRIGERATION AND AIR CONDITIONING)
Based at: Bellville Mobile Workshop
SALARY : R 304 263 per annum
CENTRE : Directorate: Engineering and Technical Support Services
DUTIES : (key result areas/outputs): Repairs of air conditioning and refrigeration equipment and plant including cold-rooms and heat pumps. Install specialised systems and perform preventative maintenance on critical and specialised
equipment. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Stock control and management of job cards. Compile and submit reports as required and provide input on the operational plan of the workshop. Supervise the workshop staff and perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Ordering, procurement and control of maintenance material and equipment for the workshop.

**ENQUIRIES**

Mr S Reichert, Tel. no. (021) 830-3768 / L Semono (021) 830-3770

**APPLICATIONS**

Applications are submitted online [www.westerncape.gov.za/health-jobs (click “online applications”)].

**NOTE**

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

**CLOSING DATE**

5 July 2019

**POST 22/149**

**FOOD SERVICE MANAGER**

**SALARY**

R 257 508 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: A three year degree/Diploma or equivalent in Food Service Management or Hospitality Services. Inherent requirement of the job: As the Food Services Component renders a 7 day week function successful candidate will be required to work shifts and weekends and public holidays. Competencies (knowledge/skills): Computer literacy, problem solving, decision making, time management, presentation and managerial skills. Ability to communicate in at least two of the three official languages of the Western Cape. Sound numerical skills.

**DUTIES**

(key result areas/outputs): Manage the Food Service Unit: 24 hour per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage/administer Human Physical and Financial Resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.

**ENQUIRIES**

Ms R Keyser, tel. no. (021) 938-4135

**APPLICATIONS**

Applications are submitted online via [www.westerncape.gov.za/health-jobs (click “online applications”)].

**NOTE**

No payment is required when applying for this post.

**CLOSING DATE**

5 July 2019

**POST 22/150**

**ADMINISTRATION CLERK: SUPPORT**

Chief Directorate: Rural Health Services

**SALARY**

R 173 703 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience in office practice and/or administration. Competencies (knowledge/skills): Computer proficiency in Word, Excel and Outlook. Knowledge of Hospital Services and/or District Healthcare Service will be an advantage. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Key result areas/outputs: Ensure effective and efficient administrative support: Client Management and telephone. Support Supervisor: responding to basic queries, scheduling of appointments, diary management, taking of messages and minutes, photocopying, office administration and the send of notices. Coordinate and support to Committees and Forums: agendas, minutes, registers, data capture, collate, compile and distribute component activity reports and statistics as well as relieve duties of other clerks. Stock control: Maintain minimum stock levels in component. Training: Maintain training calendar, arranging training venues and attendance registers.

**ENQUIRIES**

Ms C Harding, tel. no. (044) 802-4534

**APPLICATIONS**

The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

**FOR ATTENTION**

Mr B Cassim

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.

**CLOSING DATE**

12 July 2019
POST 22/151: HANDYMAN (CARPENTRY)
Based at: Bellville Mobile Workshop

SALARY: R 145 281 per annum
CENTRE: Directorate: Engineering and Technical Support Services

DUTIES: (key result areas/outputs): Carry out minor repairs and maintenance to hospital building and equipment. Assist with repairs and emergency breakdowns (including after-hours repairs). Inspect and repair/replacement of drywall, hang, finish, frame, texture, wood trim work or rough carpentry skills, baseboards, crown moulding. Install/hang and trim interior and exterior doors and fixtures. Assist with the control and requisitioning of material and parts.

ENQUIRIES: Mr F Ebrahim, tel. no. (021) 830-3771
APPLICATIONS: The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE: 12 July 2019

POST 22/152: PORTER (2 POSTS)

SALARY: R 102 534 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management.

DUTIES: (key result areas/outputs): Transport patients and corpses. Transport blood specimens from various wards to various laboratories and vice versa. Assist with loading of patients in and out of ambulances, vehicles, to, from, beds, trolleys, or wheelchairs and vice versa. Responsible for collecting and cleaning of wheelchairs, trolleys and blood hampers.

ENQUIRIES: Ms CB Johnson, tel. no. (021) 938-5327
APPLICATIONS: The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo competency test.
CLOSING DATE: 12 July 2019

POST 22/153: FOOD SERVICE AID
Chief Directorate: Rural Health Services

SALARY: R 102 534 per annum
CENTRE: Worcester Regional Hospital
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale Food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Handle conflict management.

DUTIES: Key result areas/outputs: Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees.
ENQUIRIES : Ms H Botha, tel. no. (023) 348-1222
APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart
NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post
CLOSING DATE : 12 July 2019
POST 22/154 : FOOD SERVICE AID
SALARY : R 102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Physically strong to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape.
DUTIES : (key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.
ENQUIRIES : Ms R Keyser, tel. no. (021) 938-4135
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms VG Meyer
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 12 June 2019
POST 22/155 : DRIVER (LIGHT DUTY VEHICLE)
Cape Winelands Health District
SALARY : R 102 534 per annum
CENTRE : Cape Winelands TB Centre
DUTIES : (key result areas/outputs): Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relieve duties when required or necessary.
ENQUIRIES : Ms L Jendrissek, tel. no. (023) 348-1397/1343
APPLICATIONS : The Manager: Medical Services, Brewelskloof Hospital, Private Bag X3044, Worcester, 6849.
FOR ATTENTION : Mr EW Booyse
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 12 July 2019
DEPARTMENT OF THE PREMIER
CLOSING DATE : 5 July 2019
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. 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

MANAGEMENT ECHELON

POST 22/156 : DIRECTOR: STRATEGIC COMMUNICATION REF NO. DOTP 2019-63
(5-YEAR CONTRACT)

SALARY : All-inclusive salary package of R 1 005 063 per annum (Salary level 13)
Note: the remuneration package consists of a basic salary (70%) and the
employer’s contribution to the Pension Fund. The remainder of the package
may be structured according to your personal needs.

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government

The ideal candidate will have a minimum of 6 years middle/ senior
managerial experience, 3 of which will be in the strategic communication
environment; and Will be in the possession of a Degree (NQF Level 7 as
recognised by SAQA). Recommendation: Experience within a public relations
and communication strategy environment will be advantageous; Tertiary
qualification in the social sciences would be advantageous. Competencies:
Knowledge: Advanced knowledge of strategy development, strategy
management and communication strategy processes; Knowledge of standard
and advance communication systems; Knowledge of innovation and
transformation; Knowledge of Constitutional, legal and institutional
arrangements; Knowledge of provincial policy development processes;
Knowledge of strategic and project management; Knowledge on the latest
trends in the communication industry; Knowledge of financial norms and
standards (PFMA, NTR, Provincial Treasury Directives and Instructions;
Budgeting processes; National and Provincial instruments and legislation
pertaining to people management. Skills: Ability to analyse, conceptualise
and implement policy; Budgeting skills; Strong communication skills;
Computer literacy skills; Critical thinking, innovation and problem solving
skills; Excellent networking skills; Excellent strategic thinking and superlative
verbal and written communication skills; Leadership skills with specific
reference to the ability to display thought leadership in complex situations;
Management accounting skills; Monitoring, evaluation and reporting;
Numeracy and accuracy; Policy development; Presentation skills; Problem
solving; Project management and planning skills; Research skills; Strong
inter-personal and relationship management skills.

DUTIES : Development and Management of a Communication strategy for the Western
Cape Government; Developing and managing the execution of an external
communications strategy for the WCG that is aligned to the vision and key
objectives of the Provincial Executive; This will include: Media Relations
Strategy: Development and management of a proactive media relations
strategy for the WCG in conjunction with the media liaison officers in the
 provincial ministry’s and heads of communications in departments; Prepare
and edit press releases and speeches for the Provincial Executive; Plan and
oversee media events for the Provincial Executive; Identifying and mitigating
media risks for the Western Cape Government; Producing media analysis
reports for the Provincial Executive; Build and maintain relationships with the
media; Community Engagement Strategy: Development and management of
a community engagement strategy for the Premier’s Office; Social Media
and Digital Strategy: Development and management of a social media and digital
strategy for the Provincial Executive in conjunction with the media liaison
officers in the provincial ministry’s, heads of communications in provincial
departments and the e-Government for Citizens (e-G4C) directorate in the
WCG; Strategic Communications Campaigns; Development and
management of strategic paid for communication campaigns for the WCG in conjunction with the Corporate Communications directorate, eG4C and heads of communications in provincial departments and external communications agencies; Provincial Communications Forum: Management of a Provincial Government Communicator's Forum to ensure close co-ordination and integration of WCG communications directorates and alignment of provincial government's communications strategy; Leadership: Manage members of various levels, who are participants in different project teams, both directly and indirectly in order to achieve the project outcomes; Financial management, and good financial and corporate governance related to projects assigned to the position.

**ENQUIRIES**
Ms T De Decker (021) 483 6447

**APPLICATIONS**
Applications must be submitted online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) or [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co).