ANNEXURE N

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE

It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 28/202 : MEDICAL PHYSICIST GRADE 1 TO 3

SALARY

Grade 1: R662 190 per annum
Grade 2: R750 024 per annum
Grade 3: R857 559 per annum

(A portion of the package can be structured according to the individual’s personal needs).

CENTRE

Groote Schuur Hospital, Observatory

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Registration with the HPCSA as a Medical Physicist. Experience: Grade 1: None after registration with the HPCSA as a Medical Physicist. Grade 2: A minimum of 8 years’ appropriate experience after registration with the HPCSA as a Medical Physicist. Grade 3: A minimum of 16 years’ appropriate experience after registration with the HPCSA as a Medical Physicist.

Competencies (knowledge/skills): Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy-, diagnostic x-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of radiotherapy physics. Knowledge of the statutory regulations regarding the medical use of ionising radiation. Good communication, interpersonal relationship, research, development and teaching skills. Capable of using initiative for problem solving, recognising the need for action, consider possible risks and taking responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy and the ability to work under pressure and meet deadlines.

DUTIES

Active participation in the routine execution of clinically related medical physics tasks in the Department of Radiation Oncology (including LDR and HDR brachytherapy), with support to Nuclear Medicine and Diagnostic Radiology. Assist with commissioning and optimisation of new equipment and techniques. Assist with lecturing of the under-and-postgraduate teaching and training programme in the Medical Physics Department. Active participation and assistance with the research and development programme of the Medical Physics Department.

ENQUIRIES

Ms N Joubert, Tel No: (021) 404-6270/6266, E-mail: nanette.joubert@uct.ac.za

APPLICATIONS

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

NOTE

No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals whom 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

16 August 2019
POST 28/203  ASSISTANT MANAGER NURSING SPECIALTY: NIGHT DUTY
Chief Directorate: Metro Health Services

SALARY : R614 991 (PN-B4) per annum
CENTRE : Lentegeur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Psychiatric Nursing after obtaining the 1 year post-basic qualification in Advanced Psychiatric Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Keen interest to work Night Duty. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team. Promote quality of nursing care. Demonstrate a good understanding of HR and financial policies and practices. Computer literacy. Fluency in at least two of the three languages of the Western Cape.

DUTIES : Co-ordinate, supervise and control nursing services on night duty. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research effectively. Provide effective support to nursing services and Hospital Management.

ENQUIRIES : Ms BL McKay, Tel No: (021) 370-1248 / Mr ST Mnde, Tel No. (021) 370-1400
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 required to do a competency tested as part of the interview process.

CLOSING DATE : 16 August 2019

POST 28/204  OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Central Karoo District

SALARY : R562 800 (PN-B3) per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
CENTRE : KwaMandlenkosi CC, Beaufort West Sub-district
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Competencies (knowledge/skills): Good interpersonal and leadership skills. Strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel).
DUTIES: Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic health service on a short-medium-long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect, verify and submit accurate statistics timeously.

ENQUIRIES: Mr W J Erasmus Tel No: (023) 414-8200
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 16 August 2019

POST 28/205: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: ONCOLOGY)

CENTRE: Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Oncology. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with 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 this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Competencies (knowledge/skills): Extensive knowledge of Acts, policies, protocols and procedures within the relevant field of specialty units/wards with regards to quality practices. Extensive knowledge of nursing practices or regimes within the relevant disciplines. Knowledge of basic and post-basic training programs. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Ability to work effectively in a multi-disciplinary team. Computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills. Understanding of the control of financial resources.

DUTIES: Coordinate and facilitate learning opportunities for all nursing personnel within the area of responsibility. Provide professional, technical and educational support for the provision of quality patient care through proper management of nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Ability to identify skills, knowledge and behavioural deficits and formulate and implement appropriate programmes. Effective management and utilisation of all human, financial and material resources. Promote and participate in research.

ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2092
APPLICATIONS: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: 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. 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 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**: 16 August 2019

**POST 28/206**: ADMINISTRATION CLERK: FINANCE/ADMINISTRATION
Cape Winelands Health District

**SALARY**: R173 703 per annum

**CENTRE**: Stellenbosch Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’S) of the post. Experience: Appropriate experience in Financial Management and Supply Chain procurement processes. Practical experience of BAS, LOGIS and Integrated Procurement Systems (IPS) systems. Inherent requirement of the job: Valid (Code B/EB) driver’s license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook). Knowledge of the PFMA, Finance Instructions, Provincial Treasury Instructions and National Treasury Regulations.

**DUTIES**: Key result areas/outputs: Check Supplier statements, capture and finalise payments within 30 days of receipt of invoice and perform reconciliations. Control, verify and capture journals, maintain accurate Batch Control, control, verify, capture and follow up on Inter Response and Debt account. Responsible for monthly financial reporting and provision of inputs to the Annual and Interim Financial Statements as well as assisting to ensure audit compliance. Perform duties related to IPS processes, invite quotations for goods and services, evaluation and adjudication on system and maintain the Demand Management Plan and the database of contracts. Prepare bidding templates and relevant documentation to present at Quotation Evaluation Committee and perform tasks related to procurement processes, i.e. capturing on LOGIS system. Maintain 0-9 files and follow-up with Suppliers on outstanding store stock, buy-outs and invoices.

**ENQUIRIES**: Ms T September Tel No: (021) 808-6112

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

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

**CLOSING DATE**: 23 August 2019

**POST 28/207**: HOUSEHOLD AID
Central Karoo District

**SALARY**: R102 534 per annum

**CENTRE**: Beaufort West Hospital

**REQUIREMENTS**: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in household/cleaning services in hospital/health facility environment. Inherent requirements of the job: Willingness to work day and night shifts, over weekends and on public holiday. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Good interpersonal 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 of the Western Cape. Knowledge of cleaning procedures, infection control and safety practices.

**DUTIES**: (key result areas/outputs): Ensuring of a clean and safe environment in the wards. Effective and efficient utilisation and storage of cleaning material and materials. Provision of meals and beverages to patients according to diet sheets. Ensure safe disposal of medical and other waste products. Render assistance to the supervisor with general housekeeping duties, linen and stock control at ward level.

**ENQUIRIES**: Mr TW Ntombana Tel No: (023) 414-8200
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: 23 August 2019

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
CLOSING DATE: 19 August 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. 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

MANAGEMENT ECHELON

POST 28/208: HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: HS 2019-49

SALARY: R1 521 591 per annum (Level 15) All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience within the built environment of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governamental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.
DUTIES: Promote integrated human settlement planning and development by facilitating the development of spatially, economic viable and socially and environmentally sustainable integrated human settlements; Manage and engage all spheres of government in integrated housing and human settlement development through programmes and projects; Optimise communication and stakeholder relationships with human settlement stakeholders and partners; Render an administrative support service to the Provincial Minister for Human Settlements; Drive the development and implementation of the Provincial Human Settlements Strategy as well as the departmental strategic planning processes; Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people and financial management practices are adhered to in the department; Facilitating the
development of spatially economic viable and socially and environmentally sustainable integrated human settlements; Accelerating delivery in support of improving the quality of living standards and basic services; Facilitate delivery through sound administration and the engagement of all spheres of government and social partners; Establishing and maintaining appropriate internal controls and systems to meet performance requirements.

ENQUIRIES:
Ms Louise Esterhuyse Tel No: (+27 21 483 5856)

DEPARTMENT OF THE PREMIER

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE:
19 August 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. 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

MANAGEMENT ECHELON

POST 28/209:
DIRECTOR-GENERAL REF NO: DOTP 2019-74

SALARY:
R1 978 533 per annum (Level 16) (All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES:
Professionally support the executive in respect of high level policies, strategies and provincial strategic stakeholder engagement and ensure that it is informed by appropriate and reliable strategic management information; Be the Secretary to the Executive Council and provide executive governance support services; Be the Policy and Strategy interface between the Executive and the provincial administration; Be the Chairperson of the Provincial Top Management forum; Responsible for intergovernmental relations on an administrative level – between national departments and the Western Cape Government, other provinces and Local Government as well as cooperation between provincial departments; Provide strategic direction in respect of organisational matters, employment
practices and relationships, data and information management and digital government, integrity, ethics, conduct and anti-corruption, transformation, reform and innovation to improve effectiveness and efficiency in the Western Cape Government service delivery to the citizen; Render transversal corporate services to the 13 provincial departments on a shared service basis; Drive the departmental (Department of the Premier) strategic planning process and evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards; Ensure that sound people management and financial management practices are adhered to in the department.

ENQUIRIES
Ms Louise Esterhuysen Tel No: (+27 21 483 5856)

PROVINCIAL TREASURY

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: via www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

CLOSING DATE
19 August 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 DPST directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPST 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. 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

MANAGEMENT ECHelon

POST 28/210
HEAD OFFICIAL: PROVINCIAL TREASURY REF NO PT 2019-39

SALARY
R1 978 533 per annum (Level 16) All-inclusive package to be structured in accordance with the rules for SMS plus a 10% non-pensionable HOD allowance,

CENTRE
Provincial Treasury, Western Cape Government

REQUIREMENTS
Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior management experience in financial management of which 3 years must be with in any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: Latest advances in public management theory and practice; Modern systems of governance and administration; Policies of the government of the day; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Constitutional, legal and institutional arrangements governing the South African public sector; Inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organizing and people management skills; the ability to multi task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES
Provide efficient and effective departmental governance support services to enable the Department to deliver on its service delivery goals; Ensure effective and efficient sustainable resource management of provincial and municipal fiscal resources, which includes preparing and managing the provincial budget, assisting in the preparation of municipal budgets and monitoring the implementation of these to promote socio-economic development; Ensure the effective and efficient
management of financial systems, supply chain management and movable asset
governance within the provincial and municipal spheres by assisting departments
and municipalities to build capacity and instilling good governance practices;
Ensure accountability through substantive reflection of financial activities of the
Western Cape Government and compliance with financial norms and standards
through the establishment of sound financial governance within the provincial and
municipal spheres.

ENQUIRIES
Ms Louise Esterhuyse Tel No: (+27 21 483 5856)

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your
application online only: via www.westerncape.gov.za/jobs or
https://westerncapegov.erecruit.co

CLOSING DATE
19 August 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. Please ensure that you submit your
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contact the Helpline: 0861 370 202

MANAGEMENT ECHELON
POST 28/211
HEAD OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: DSD 2019-75

SALARY
R1 521 591 per annum (Level 15) All-inclusive salary package to be structured in
accordance with the rules for SMS plus a 10% non-pensionable HOD allowance.

CENTRE
Social Development, Western Cape Government

REQUIREMENTS
Appropriate Postgraduate Degree (NQF 8); A minimum of 8 years’ senior
management experience in social welfare of which 3 years must be within any
organ of state as defined in the Constitution, Act 108 of 1996. Competencies:
Knowledge of the following: Latest advances in public management theory and
practice; Modern systems of governance and administration; Policies of the
government of the day; Global, regional and local political, economic and social
affairs impacting on the provincial government of the Western Cape;
Constitutional, legal and institutional arrangements governing the South African
public sector; Inter-governmental and international relations, communications,
media management, public relations, public participation and public education.
Strong conceptual, interpretive and formulation skills; Strong leadership, team
building and interpersonal skills; Exceptional planning, organizing and people
management skills; The ability to multi task, deal with ambiguity and manage
change in an ever-changing environment and under pressurized circumstances.

DUTIES
Provide research and knowledge management as well as monitoring and
evaluation services; Drive the development and implementation of social welfare
programmes; Drive and manage community development programmes and
sustain strategic partnerships, including institutional capacity building; Ensure the
delivery and coordination of developmental social welfare and community
development services within the regions and places of safety; Drive the
departmental strategic planning process and evaluate the performance of the
department on a continuous basis against pre-determined key measurable
objectives and standards; Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES
: Ms Louise Esterhuysen Tel No: (+27 21 483 5856

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS
: Applications must be submitted by using the following URL https://wcedonline.westerncape.gov.za/home/, via Google Chrome or Mozilla Firefox.

CLOSING DATE
: 16 August 2019

NOTE
: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 28/212
: CHIEF DIRECTOR: BUSINESS INTELLIGENCE MANAGEMENT REF NO: 231
Branch: Education Planning
Job Purpose: To provide management information, research, policy co-ordination and quality assurance services.

SALARY
: R1 251 183 per annum (Level 14). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE
: Head Office, Cape Town

REQUIREMENTS
: An undergraduate qualification (NQF Level 7) as recognized by SAQA and at least 5 years' experience at senior management level. Recommendation: A Master’s degree and at least 5 years’ experience within a Data or Policy environment will serve as a strong recommendation.

DUTIES
: Strategic management, guidance and advice in respect of the rendering of effective and efficient education research, management information, policy co-ordination and quality assurance services. This includes the following broad areas of service delivery: Plan, manage and co-ordinate education research: Commission research activities. Publish and report on international and local research findings. Manage and administer system diagnostic to evaluate and benchmark learner outcomes in the province, and provide intelligence into the department’s intervention and improvement planning processes. Develop and maintain education knowledge management systems (ICT systems and e-Administration): Co-ordinate the collection, analysis and dissemination of management information generated within the education system: Co-ordinate and manage the development of the department’s e-Vision and roadmap to transform services and business models into digital. Harness technology innovation to reduce process complexity and improve efficiencies in business processes. Protect the department's information assets. Implement ICT governance structures and champion the Corporate Governance of IT agenda. Promote technology innovation that enhances the practices of teaching and learning. Monitor and evaluate (M&E) the performance of education delivery at specified levels and areas of the education system: Manage the development and application of the department’s M&E systems. Work with schools, universities, NGO’s, stakeholders and other partners to evidence the efficacy of interventions. Facilitate and support policy processes: Co-ordinate the departmental policy
initiate and evaluate requests for policy development. Facilitate policy alignment within the department. Manage the policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the legislative process of primary and secondary statutory policy.

ENQUIRIES : Mr. S Abrahams Deputy Director-General: Education Planning Tel No: (021) 467 2076