ANNEXURE T

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.

MANAGEMENT ECHELON

POST 38/211: DIRECTOR: PROJECT OFFICER (TYGERBERG HOSPITAL REDEVELOPMENT)

3 Year Contract Post – Renewable
Facilities and Infrastructure Management

SALARY: R1 057 326 per annum

CENTRE: Head Office, Cape Town: Norton Rose House

REQUIREMENTS: Minimum educational qualification: An under-graduate qualification (NQF level 7) as recognised by SAQA in Business Administration or Project Management plus 5 years’ experience at a middle/senior managerial level. Experience: Extensive hands-on experience in Project Management in particular in Public Private Partnerships (PPP) Hospital development and management of such projects. Stakeholders Management. Construction industry, Project Finance and Contract negotiations. Inherent requirements of the job: Ability to work extended hours (after hours and weekends) when required. Willingness to travel and stay overnight, away from home base. Physically fit and healthy enough to walk long distances in the confines of a building and/or on a construction site. Valid South African Code B/EB driver’s licence Competencies (knowledge/skills): PPP knowledge and experience from the public or private sector, incl. PFMA and Treasury Regulation 16. Relevant Project Management methodology. Relevant knowledge and skills in law, finance, public administration and document management. Advanced computer literacy (Microsoft Office) and ability to use computerized Project Management tools. Excellent verbal and written communication skills. Good understanding of facilities management needs and functions. Strong negotiation skills and advanced interpersonal skills. Ability to manage diverse interests and processes in the interest of government. Excellent report writing and presentation skills. Adaptive leadership skills.

DUTIES: Direct and manage the transaction advisor to the project, exercising delegated authority. Ensure alignment of other infrastructure projects to the Tygerberg Hospital Redevelopment project, in particular the Tygerberg Hospital estate redevelopment. Manage the planning, implementation and contract management of the PPP project on behalf of the Department, exercising delegated authority, in line with Treasury Regulation 16 to the Public Finance Management Act and PPP Practice Notes. Consult with the management of affected institutions at all relevant stages in the project cycle and ensure ongoing consultation and buy-in from relevant stakeholders. Diligently manage the project from inception to the signing of the PPP agreement and financial closure, to ensure that the project is affordable to the institution, provides an optimal value for money solution and appropriately allocates risk to the private party. Manage all information systems necessary for the proper planning and implementation of the project. Manage the PPP, in terms of the PPP agreement management plan, on behalf of the institution in line with Treasury Regulation 16.7. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Hospital. Maintenance and Remedial Works programme and collaborating with the Implementing Agent. Manage the planning, implementation and commissioning including the reporting of the Tygerberg Regional Hospital and collaborating with the Implementing Agent. Manage the staff of the Project Office.

ENQUIRIES: Dr L Angeletti-du Toit Tel No: (021) 483 – 5354
APPLICATIONS: Applicants apply 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 : 08 November 2019

OTHER POSTS

POST 38/212 : HEAD CLINICAL UNIT (MEDICAL: SURGERY)
Chief Directorate: Rural Health Services

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in General Surgery. Experience: A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in General Surgery Registration with a professional council: Registration with HPCSA as Medical Specialist in General Surgery. Inherent requirements of the job: After-hour clinical service delivery in General Surgery. Outreach visits to Eden and Central Karoo Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer skills in Outlook, Excel, Word and PowerPoint. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines.

DUTIES : Render an efficient and cost-effective General Surgery service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Surgery Department Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective clinical organisation of the Surgery Department (including theatre, OPD, inpatients, emergency service and outreach to the Garden Route and Central Karoo Districts). Assist with effective and efficient administration of the Surgery Department including human resource management, equipment and expenditure containment). Plan and partake in the training of staff including registrars, medical officers, community service MOs’, Interns and final year UCT medical students.

ENQUIRIES : Dr ZM North Tel No: (044) 802-4535
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 08 November 2019

POST 38/213 : CLINICAL MANAGER (MEDICAL) GRADE 1

SALARY : R1 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 candidate to participate in a system of remunerated commuted overtime).

CENTRE : West Coast District: Radie Kotze Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner (independent practice). Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Willingness and skills to do after hour’s clinical work. Competencies (knowledge/skills): 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 and support services.

DUTIES : Strategic and operational management of the Health Services in the Bergriver Sub-district. Management and governance of clinical and clinical support services. Effective and sustainable management of finanaces and supply chain processes, human resources and non-clinical support services. Provide clinical services on district hospital and primary health care level including forensic services. Involved in training and development and research support.
ENQUIRIES: Ms C Bester Tel No: (022) 487-9210
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. Short-listed candidates will be subjected to competency test.
CLOSING DATE: 08 November 2019
POST 38/214: DEPUTY MANAGER: MEDICAL PHYSICS (RADIATION ONCOLOGY)
SALARY: R1 025 316 per annum (PN-A8)
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS:
Minimum educational qualification: An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with a professional council: Current and active registration with the HPCSA as a Medical Physicist. Experience: A minimum of 3 years appropriate experience after registration with HPCSA as a Medical Physicist. Competencies (knowledge/skills): A strong academic, teaching and research background with a thorough knowledge of physics concepts and its link to medical applications. Exceptional technical, management, administration, communication and interpersonal skills as pertaining to the scope of profession of Medical Physicist, both within service delivery as well as teaching environment. Knowledge of computer and software used in Radiotherapy, Radiology and Nuclear Medicine. Experience in the implementation of advanced medical physics techniques, including a clear understanding of the legislative impact, quality assurance required and efficiency processes associated with such implementations.
DUTIES: Responsible for the management of radiation protection functions of the hospital in general, as well as the dosimetry, quality assurance and service delivery associated with the use of radiation emitting devices in the divisions of Medical Physics, Radiation Oncology, Nuclear Medicine and Diagnostic Radiology. Active participation in the routine execution of clinically related medical physics tasks. Perform equipment tender preparation and commissioning Management of staff and departmental administration. Supervise and lecture the under- and postgraduate teaching and training programmes of the Medical Physics Division. Responsible for the management of the research and development programme of the Medical Physics Division.
ENQUIRIES: Ms N Joubert Tel No: (021) 404-6266 email: Nanette.Joubert@uct.ac.za
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 November 2019
POST 38/215: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
SALARY: R562 800 per annum (PN-B3)
CENTRE: West Coast District: Louwville Clinic, Saldanha Bay 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 duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with SANC (R48). 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 in the specific specialty after obtaining the 1-year post-basic qualification (R48). Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal-, leadership and communication skills, strong sense of responsibility. Demonstrate an in-depth knowledge of nursing and public service legislation, regulations and Departmental Policies. Knowledge of Human resource and financial guidelines, policies and protocols. In depth knowledge and application of Ideal clinic and National Core Standards. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three
DUTIES: Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI) to ensure provision of quality comprehensive health care within the facility. Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data, Human resources, i.e. supervision of staff, development and performance management, finance and supply chain management to ensure effective budgeting and control, Control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery.

ENQUIRIES: Ms NT Mkhwela Tel No: (022) 709-5067
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE: 08 November 2010

POST 38/216: OPERATIONAL MANAGER NURSING (SPECIALTY AREA: ADVANCED MIDWIFERY AND NEONATOLOGY)

SALARY: R562 800 per annum (PN-B3)
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as a Professional Nurse and midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.
DUTIES: Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
ENQUIRIES: Mr A Mohamed Tel No: (021) 404-2092
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 November 2019

POST 38/217: OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

SALARY: R562 800 per annum (PN-B3)
CENTRE: West Coast District: Lambertsbay Clinic, Clanwilliam, Cederberg 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.
basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care R48 accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).

**DUTIES**

Effective integrated execution and management of all clinical programmes (Acute, Chronic, Woman and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information management with regards to data collection, verification, report writing and submission of data. Human resources, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaison with relevant stakeholders. Effective communication with all levels of service delivery.

**ENQUIRIES**

Ms A Koch Tel No: (027) 482-1484

**APPLICATIONS**

the Administrative Manager: Citrusdal Hospital, Private Bag X 14, Citrusdal, 7340.

**FOR ATTENTION**

Ms NW Smit

**NOTE**

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

**CLOSING DATE**

15 November 2019

**POST 38/218**

**OPERATIONAL MANAGER NURSING GRADE 1 (SPECIALTY: SURGICAL ICU)**

**SALARY**

R562 800 per annum (PN-B3)

**CENTRE**

Tygerberg Hospital, Parow Valley

**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 in Critical care general of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Registration with professional council: Registration with the South African Nursing Council as Professional Nurse. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Valid Code (B/EB) drivers licence. Competencies (knowledge/skills): Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic Computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.

**DUTIES**

Deliver a support service to the Nursing Service and the institution. Effective management and utilization of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialized Nursing Service as an Operational Manager in The Intensive care unit to maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

Mrs F Marthinus Tel No: (021) 938-4055

**APPLICATIONS**

Applicants apply 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: 08 November 2019

POST 38/219:

THERAPEUTIC AND MEDICAL SUPPORT SERVICES PROGRAM MANAGER: GRADE 1 (ENVIRONMENTAL HEALTH)

Directorate: Engineering and Technical Support

SALARY: R466 119 per annum

CENTRE: Head Office, Cape Town: (Head Office, Based at Bellville – Karl Bremer Hospital Complex)

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the HPCSA. Experience: Extensive experience in Environmental Health coordination and management. Inherent requirement: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy.

DUTIES:
Knowledge of District Health Planning. The overall planning and management of Environmental Health. Interface between National and District Environmental Health services and implementation Support. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Coordinate the effective control over the sale of Group I Hazardous substances to co-ordinate the investigation of chemical poisonings. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions. Effective support to the management of Provincial Health Care Risk Waste (HCRW) so as to be able to support districts and health institutions with the National/Provincial implementation plan for management. District Health Planning, management, monitoring and evaluation environmental health programs, Data analysis and reporting procedures. Previous exposure to dealing with and managing Disaster and Outbreak interface between public and private sectors in Health Services. Data analysis and reporting procedures.

ENQUIRIES: Mr A Thomas Tel No: (021) 918-1233

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE: 08 November 2019

POST 38/220:

CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (HIV/AIDS)

Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PN-A5)

CENTRE: New Somerset Hospital

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Experience in the provision of HIV/AIDS services. Recommendation: NIMART accreditation will be an advantage. Registration with professional council: Registration with the SANC as a Professional Nurse. Competencies (knowledge/skills): Ability to analyse Health System Information. Computer literacy (MS Word, PowerPoint and Excel). Good communication and interpersonal skills. Skills in the preparation of reports.

DUTIES:
Clinical assessment and initiation of ART in accordance with NIMART guidelines. Identify gaps in service and plan and implement quality improvement initiatives on an on-going basis. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery intra-partum. Implement the use of revised obstetric tools that integrate HIV care as well as PMTCT records, including antenatal ART, ART in labour and ART to infants. Improve clinical record keeping, data collection and information flow of PMTCT activities. Oversee the introduction of a PMTCT “improvement package” at New Somerset Hospital and recommend system improvements. Policy implementation and quality improvement initiatives in general Antenatal care as well as in Labour wards.

ENQUIRIES: Ms S Basardien Tel No: (021) 402-6485

APPLICATIONS: Applicants apply 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: 08 November 2019

POST 38/221: CLINICAL PROGRAMME COORDINATOR GRADE 1 (PHC SUPPORT AND OUTREACH)

SALARY: R444 276 per annum (PN-A5)
CENTRE: West Coast District: Saldanha Bay 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 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.

DUTIES: 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 in regard of 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.

ENQUIRIES: Ms AR Louw Tel No: (022) 709-5066
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 November 2019

POST 38/222: CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL TRAINING)

Rural Health Services

SALARY: R444 276 per annum (PN-A5)
CENTRE: Worcester Regional Hospital
REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 Professional Nurse and proof of current registration. 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. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyze systems and to prepare reports. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.
DUTIES: Develop, coordinate, conduct, implement and evaluate orientation and induction programmes for all nursing staff. Identify, develop, conduct and facilitate all in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and provide mentoring as required. Active participation in academic and ward rounds, mortality & morbidity reviews, adverse incidents, clinical audits and documentation audits. Ensure continuous improvement of quality patient care and ensure maintenance there of Development and implementation of clinical guidelines, protocols, standard operating procedures and nursing documentation. Liaise with the Higher Education Institutions, coordinate placement of and assess competencies and skills of nursing students placed in clinical areas.

ENQUIRIES: Ms RM du Plessis Tel No: (023) 348-1104

APPLICATIONS: Applicants apply online: 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 subjected to a competency test.

CLOSING DATE: 08 November 2019

POST 38/223: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: FAMILY/INTERNAL MEDICINE)

SALARY: R444 276 per annum (PN-B3)

CENTRE: Worcester Regional Hospital: Rural Health Services

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Perform official after-hour and weekend standby duties for the hospital. Willingness to work night shift. Competencies (knowledge/skills): Management skills: leadership, supervisory, problem solving, conflict resolution, interpersonal and communication skills, Clinical Governance, Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in general nursing and quality assurance. Knowledge of relevant legislation pertaining to: labour relationships, nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols.

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

ENQUIRIES: Ms RM du Plessis Tel No: (023) 348-1104

APPLICATIONS: Applicants apply 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: 08 November 2019

POST 38/224: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: NEONATOLOGY/MIDWIFERY)

SALARY: Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)

CENTRE: Otto du Plessis Hospital: Overberg District

REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council. Registration with the SANC as Professional Nurse and proof of current registration for 2019. 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 a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic Nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays. Competencies (knowledge/skills): Good communication and interpersonal skills. Planning and organisational skills. Proficient in at least two of the three official languages of the Western Cape. Knowledge of Legislation and Policies of the Department of Health relevant to clinical practice.

**DUTIES:** Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Manage and monitor the effective utilisation of human, financial and physical resources efficiently and effectively. Participate in training, research and implementation of the department’s values. Provide Support to Nursing Services and the Institution. Maintain professional growth/ethical standards and self-development. Assist other nursing units as the operational needs requires.

**ENQUIRIES**

: Ms M Hattingh Tel No: (028) 424-2652

**APPLICATIONS**

: Applicants apply online: 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 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**

: 08 November 2019

**POST 38/225**

: CASE MANAGER

**SALARY**

: R316 791 per annum

**CENTRE**

: Hermanus Hospital: Overberg District

**REQUIREMENTS**

: Minimum educational qualification: A Health related qualification registra-ble with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirement of the job: Valid B/EB driver’s licence. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Ability to work with MS Excel and Web-based Programmes (medical aids). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

**DUTIES**

: Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

**ENQUIRIES**

: Ms CE Langley Tel No: (028) 313-5220

**APPLICATIONS**

: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
## POST 38/226: CASE MANAGER

**Directorate:** Management Accounting  
**SALARY:** R316 791 per annum  
**CENTRE:** Head Office, Cape Town  
**REQUIREMENTS:**  
- Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC).  
- Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. Valid (Code B/EB) driver’s licence.  
- Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word and web based programs (medical aids).  
**DUTIES:**  
- Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions.  
- Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.  

**ENQUIRIES**  
Ms L Ismail Tel No: (072) 601-6586  
**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. This post will not be linked to any of the Occupational Specific Dispensations.
process and give input in the interim and annual financial statements Manage the performance, training and development of staff in the bid administration section.

ENQUIRIES: Mr C Frank Tel No: (021) 404-3123
APPLICATIONS: Applicants apply 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: 08 November 2019

POST 38/228: SENIOR ADMINISTRATIVE OFFICER: COMPLIANCE (X2 POSTS)
Information Management

SALARY: R316 791 per annum
CENTRE: Head Office, Cape Town: Metro District: Khayelitsha/Eastern (X1 Post)
Overberg District (X1 Post)


DUTIES: Monitor and evaluate compliance to Information Management processes, policies and systems in health services. Report on the progress and outcomes of evaluations/audits and health programme assessments. Facilitate internal and external audit processes ensuring a clean audit. Develop remedial actions through root cause analysis and support implementation of corrective measures. Develop and maintain assessment tools. Coordinate and conduct relevant training within health services.

ENQUIRIES: Mr W Williams Tel No: (079) 055-2778
APPLICATIONS: Applicants apply 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: 08 November 2019

POST 38/229: ADMINISTRATIVE OFFICER: SUPPORT SERVICES (REPROGRAPHIC)

SALARY: R257 508 per annum
CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate supervisory experience. Appropriate experience in respect of printing and photocopy processes. Competencies (knowledge/skills): Basic knowledge and experience in support services environment. Appropriate computer literacy (MS Word, MS Excel and PowerPoint).

DUTIES: Develop and compile specific correspondence in terms of memorandums, reports, and letters as well as develop and maintain registers in terms of inventory, statistics and calculation of printing costs. Overall Management of the component, including but not limited to procedural matters, budget control, expenditure procurement processes, liaising with outside companies for required repairs/upgrading of equipment. Ensuring effective Human Resource Management: discipline procedures as well as supervision and evaluation of personnel under your control in line with SPMS. Provide efficient assistance and support to clients, personnel, management and supervisors.

ENQUIRIES: Ms CB Johnson Tel No: (021) 938-5327
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 November 2019
**POST 38/230**: ARTISAN PRODUCTION GRADE A TO C (PLUMBING)
Directorate: Engineering and Technical Support Services

**SALARY**:
- Grade A: R190 653 per annum
- Grade B: R224 574 per annum
- Grade C: R262 176 per annum

**CENTRE**:
Head Office, Cape Town (Based At Metro East District Hub, Lentegeur)

**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 requirement of the job: A valid driver’s licence (Code B/EB) and willingness to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

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

**ENQUIRIES**:
Mr O Buys, Tel No: (021) 370-1119

**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**:
08 November 2019

**POST 38/231**: ARTISAN PRODUCTION GRADE A TO C (MECHANICAL/ELECTRICAL)

**SALARY**:
- Grade A: R190 653 per annum
- Grade B: R224 574 per annum
- Grade C: R262 176 per annum

**CENTRE**:
West Coast District: Vredendal Hospital

**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 B/EB) driver’s licence. Willingness to travel long distances. 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 mechanical/electrical and do repairs down to component level. Competent with hands-on practical work experience. Computer literacy in (i.e. Ms Word, Excel, e-mail and internet use).

**DUTIES**:
Mechanical/Electrical 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 Administrative Officer with administration, planning and schedules. Planning, compile specifications and manage 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.

**ENQUIRIES**:
Mr A Rossouw Tel No: (027) 213-2039

**APPLICATIONS**:
The Medical Manager: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**:
Ms ME Tangayi

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

**CLOSING DATE**:
15 November 2019

**POST 38/232**: ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT
Chief Directorate: Metro Health Services

**SALARY**:
R173 703 per annum
CENTRE: Western Cape: Rehabilitation Centre


DUTIES: Perform all administrative duties pertaining to the personnel administration section i.e. appointments, transfers, pension administration, service terminations, salary administration, leave administration, housing, injury on duty, distribution of monthly payslips, debt management. Responsible for capturing transactions on PERSAL and audit of personnel and leave folders. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data. Maintain registers i.e. PILIR, RWOEE, exit interviews, Council registration receipts (SANC & HPCSA). Assist staff, line managers, management and members of the Public with regards to Human Resource and Personnel matters. Provide an effective support service to supervisor i.e. attending meetings.

ENQUIRIES: Ms Y Mbongo Tel No: (021) 370-2322

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

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

CLOSING DATE: 08 November 2019

POST 38/233: ADMINISTRATION CLERK: SUPPORT (ADMINISTRATIVE SUPPORT AND MEDICO-LEGAL)

SALARY: R173 703 per annum

CENTRE: Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge/skills): Knowledge of Medical Legal procedures and relevant legislation governing the release of information. Knowledge of HR procedures and the flow of information within governmental systems. Excellent written and verbal communication skills in English another official language of the Western Cape. Very good computer literacy in MS Word, Outlook and Excel applications. Proven ability to produce and organize formal documents, spreadsheets as well as manage emails, email responses and electronic calendars. Excellent interpersonal, time management and filing skills. Ability to plan, organize and execute office responsibilities. Strong sense of initiative, prioritization and precision and ability to work independently. Minute taking skills.

DUTIES: Render high quality administrative and secretarial support to the office of the Medical Manager. Manage professional communications by email, telephone and in-person. Structure meetings and take minutes. Timeously and accurately process paperwork and information to internal and external stakeholders. Timeously handle Medico-legal enquiries, replies, documentary copying and report retrieval. Maintain documentary registry, both electronic and hard copy for administrative and medico-legal tasks. Controlling all mail arriving, leaving and distributed in the hospital administration office.

ENQUIRIES: Dr N Beyers Tel No: (021) 658-5788

APPLICATIONS: Applicants apply 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: 08 November 2019

POST 38/234: ADMINISTRATION CLERK: SUPPORT

SALARY: R173 703 per annum

CENTRE: West Coast District: ID Hospital (West Coast TB Complex)

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience within a Hospital environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape.
Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook).

**DUTIES**: Provide clerical and receptionist function e.g. receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management, Supply Chain Management and Facilities Management. Perform patient related administration tasks on Clinicom, Sinjani, Tier.net as well as other systems and information management e.g. folder management and data capturing. Render general support service to Nursing head with regards to staff administration.

**ENQUIRIES**

Ms M Sedeman Tel No: (022) 487-3294

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

15 November 2019

**POST 38/235**: ADMINISTRATION CLERK: ADMISSIONS

**SALARY**

R173 703 per annum

**CENTRE**

West Coast District: Lutzville Clinic, Matzikama Sub-district

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Reception, Records management and in an electronic patient registration system. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to rotate within Reception and Information Management. Willingness to help at satellite clinics as needed. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**

Handling and maintaining of a sound patient record keeping system. Archive and disposal of all patient records according to prescripts. Maintain a good and accurate filing system of all patient records. Capturing and record keeping of all patient data and clinical notes for monitoring and evaluation purposes. Co-ordination of all administrative duties within the Clinic. Provide effective support to supervisor and colleagues and effective utilisation of resources. Distribution of condoms to drop-off points. Transport of CDU to satellite clinics.

**ENQUIRIES**

Sr SL Saul Tel No: (027) 2171671

**APPLICATIONS**

The Manager: Medical Services, Vredendal Hospital, Private Bag X 21, Vredendal, 8160.

**FOR ATTENTION**

Ms ME Tangayi

**NOTE**

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

**CLOSING DATE**

15 November 2019

**POST 38/236**: HANDYMAN

**SALARY**

R145 281 per annum

**CENTRE**

Oudtshoorn PHC (Stationed at Oudtshoorn Hospital) Garden Route District

**REQUIREMENTS**

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate handyman experience within a Government Department. Inherent requirements of the job: Valid Code B/EB driver’s licence. Must be prepared to work overtime and do standby duties. Must be physically able to perform duties required. Competencies (knowledge/skills): Ability to function independently, plan ahead (pro-active) and work in a team. Ability to adhere to safety standards. Ability to handle conflict and problem-solving situations.

**DUTIES**


**ENQUIRIES**

Mr A Roets Tel No: (044) 203-7267

**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.

**CLOSING DATE**

08 November 2019
**POST 38/237**: HOUSEHOLD AID  
**SALARY**: R102 534 per annum  
**CENTRE**: Oudtshoorn Hospital Garden Route District  
**REQUIREMENTS**:  
**DUTIES**:  
Handling of clean and dirty linen and disposal of refuse/waste products. Responsible for general hygienic and safe environment. Correct and cost-effective usage and operation of equipment and chemicals. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins. Assist with the serving of meals and beverages to patients. Assist with the stock control of linen and non-surgical equipment at ward level. Relief duties in other departments when necessary, perform overtime and night duty.  
**ENQUIRIES**: Ms H Human Tel No: (044) 203-7203  
**APPLICATIONS**: The Director: Garden Route District Office, Private Bag X6592, George, 6530.  
**NOTE**: No payment of any kind is required when applying for this post.  
**CLOSING DATE**: 08 November 2019

---

**PROVINCIAL TREASURY**

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za  
**CLOSING DATE**: 11 November 2019  
**NOTE**: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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 38/238**: CHIEF DIRECTOR: LOCAL GOVERNMENT PUBLIC FINANCE REF NO: PT 2019-42  
**SALARY**: R1 251 183 per annum (Level 14) (All-inclusive salary package)  
**CENTRE**: Provincial Treasury, Western Cape Government  
**REQUIREMENTS**:  
NQF level 8 qualification (Bachelors Honours Degree); 5 years relevant senior management experience; A valid driving licence, or alternative mode of transport for people with disabilities. Recommendation: The incumbent of this post will be required to travel extensively and frequently; Good working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA) and applicable Regulations; Municipal Minimum Competence Certificate. Competencies: Strong conceptual and formulation skills; Strategic leadership skills; excellent communication skills; outstanding planning and organising skills; People management skills.  
**DUTIES**: Implement and coordinate Provincial Treasury’s responsibilities contained in the MFMA; Manage the IYM process of municipalities and check and make proposals to direct revenue and expenditure; Monitor, assess, advise, coordinate and institute remedial steps to ensure integrity (sustainability and credibility) of municipal budgets integral to the IYM process in terms of the MFMA and related legislation; Monitor the municipal adjustment budget
process in terms of policy parameters and legislation; Advise on the establishment of municipal entities; Advise on the technical facets and realization of appropriate and efficient sub-divisions of the annual municipal main budget within the delivery policy parameters of the Integrated Development Plans, SDBIP's and link this to the Provincial Growth and Development Strategy; Strategic management of the Chief Directorate.

ENQUIRIES
Ms J Gantana at Tel No: (021) 483 3604

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
11 November 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

ENQUIRIES
Mr M Jonkerman at Tel No: (021) 826 5072

POST 38/239
EDUCATION OFFICER REF NO: DSD 2019-126

SALARY
R257 508 per annum (Level 07)

CENTRE
Department of Social Development, Western Cape Government
Vredelus (X1 Post)
Outeniekwa (X1 Post)

REQUIREMENTS
An appropriate 3-year qualification, which includes professional teacher education; Registration with SACE as a professional educator; A minimum of 1-year experience as an Educationalist/ Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public service procedures; Labour Relations; Financial Management; Project Management; Interpret and apply policies and procedures; Problem solving skills; Sound budgeting skills; Planning skills; Facilitation skills; Written and verbal communication skills.

DUTIES
Implement educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Implement induction programmes to newly admitted residents; Implementation of facility policies and procedures to enhance safe care/custody and development of residents; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; Performing of administrative functions; Management of resources, monthly reports, statistics, registration by SACE, self-development and attend meetings with stakeholders; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Study professional journals and publications in order to ensure that cognisance is taken of new developments.

ENQUIRIES
Mr M Jonkerman at Tel No: (021) 826 5072

POST 38/240
PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE) REF NO: DSD 2019-125

SALARY
Grade 1: R256 905 - R297, 825 per annum (OSD as prescribed)
Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
Grade 1: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. Grade 2: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse;
Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendations: A valid code B driving licence; Previous experience in youth facility-based nursing. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Facilitation skills; Communication (written and verbal) skills; Report writing skills; Proven computer literacy; Problem solving; Planning and organising.

DUTIES:
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents);
- Implement standards, practices, criteria and indicators for quality nursing (quality of practice);
- Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care;
- Maintain a constructive working relationship with multi-disciplinary team members and other stakeholders;
- Utilise human, financial and physical resources efficiently and effectively.

ENQUIRIES:
Mr M Jonkerman at Tel No: (021) 826 5072

POST 38/241:
CHILD AND YOUTH CARE TEAM LEADER: PROFESSIONAL SERVICES:
REF NO: DSD 2019-127 (X8 POSTS AT VARIOUS STATIONS)

SALARY:
Grade 1: R157 245 - R176 982 per annum, OSD as prescribed
Grade 2: R166 830 - R187 758 per annum, (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government Bonnytoun, De Novo, Outeniekwa, Clanwilliam and Horizon

REQUIREMENTS:
A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendation: A Registration as a Child and Youth Care Practitioner with the SACSSP.

Competencies: Knowledge of the following: Developmental programmes and interventions; Children's Act and Child Justice Act; Rules and procedures of the Care Centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Proven computer literacy; Written and verbal communication skills; Report writing skills; Presentation and facilitation skills; Planning and organising skills.

DUTIES:
- Serve as a team leader for child and youth care workers during a shifts;
- Oversee the following: Admission and related activities of residents to the facility; Access of residents to medical services; Implementation of planned developmental, recreational and therapeutic programmes; Basic life space work; Continuous supervision; Facilitate handover of shifts; Undertake inspections during a shifts and report on incidents and problems identified; Perform administrative work relevant to the job; Oversee the completion of daily registers e.g. log books, medication registers, incident reports etc.; Ensure that attendance registers are signed and kept up to date; Perform all the clerical functions required; Render care services to residents; Continuous professional development.

ENQUIRIES:
Mr M Jonkerman at Tel No: (021) 826 5072

POST 38/242:
CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 2019-128 (X6 POSTS AT VARIOUS STATIONS)

SALARY:
Grade 1: R140 958 – R157 245 per annum, (OSD as prescribed)
Grade 2: R166 830 – R187 758 per annum, (OSD as prescribed)

CENTRE:
Department of Social Development, Western Cape Government Bonnytoun, De Novo, Vredelus, Outeniekwa, Clanwilliam and Horizon

REQUIREMENTS:
A Grade 12 qualification (Senior Certificate or equivalent qualification)
Experience: Grade 1: No experience; Grade 2: Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and procedures of the Care Centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills in at least two of the three official
languages of the Western Cape; Proven computer literacy; Have the ability to work with children in conflict with the law.

**DUTIES**

Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

**ENQUIRIES**

Mr M Jonkerman at Tel No: (021) 826 5072