PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE: 09 December 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 42/300: DIRECTOR: FARMER SUPPORT AND DEVELOPMENT (WEST COAST) REF NO: AGR 2019-61

SALARY: R1 057 326 per annum (Level 13) (All-inclusive salary package)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate Degree in Agriculture with a minimum of 5 years middle/senior management experience in the agricultural sector or related fields; A valid code B driver’s license (or alternative mode of transport for people with disabilities). Recommendation: An appropriate Honours Degree; Experience in People Management (HR); Experience in building and maintaining relationships with municipalities and all other stakeholders; Experience in dealing with organisational issues supported by inter-departmental structures to reach the required results; and the appropriation of equipment for use by the Programme: Farmer Support and Development is subjected to the availability of funds in the specified financial year as well as the MTEF. Competencies: Knowledge and appropriate experience in co-ordination and facilitation of agricultural development in land reform and food security; Knowledge of budget control and financial management; Computer literate in MS Suite; Good communication skills; A person with analytical skills who can operate in a multi-cultural, unbiased, open minded and pressurised environment; Knowledge of rural development; Strategic leadership and capability; Change Management; Expenditure and management of the conditional grants and applicable legislation.

DUTIES: Facilitate the settlement of farmers in collaboration with the Department of Rural Development and Land Reform; Manage the provision of extension and advisory services to farmers within the specific district; Manage Human Resource and sub-programme budget; Establish and manage linkages with commodity formations and other key role players (internal and external); Support and strengthen all farmers to produce optimally; Establish and manage links with Local Government; Manage the implementation of agricultural project in collaboration with commodity partners including food security; and Manage the implementation of the national nutritional and food security policy in the Western Cape.

ENQUIRIES: Dr M Sebopetsa at Tel No: (021) 808 5103

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 42/301 : DIRECTOR: EMERGENCY MEDICAL SERVICES
Chief Directorate: General Specialist and Emergency Services

SALARY : R1 057 326 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE : Directorate: Emergency Medical Services

REQUIREMENTS : Minimum educational qualification: An appropriate qualification (NQF 7) in a health-related field with at least 5 years’ experience at a middle or senior management level. Experience: Sound experience in management in the health service environment in order to manage a health institution efficiently and effectively in terms of the management framework of the Public Service in accordance with the strategic direction of the National/Provincial Health Department. Proven management competencies specific to the emergency health care environment. Inherent requirement of the job: Valid code B/EB driver’s license. Competencies (knowledge/skills): Knowledge and skills in dealing with Medico-legal matters as they apply to EMS and Emergency Departments. In depth knowledge of the operational environment and Emergency Medical Services systems. Independent effective decision-making and problem-solving skills. Interpersonal skills, including Public Relations, negotiation, facilitation, and counselling skills, as well as presentation and Public speaking skills. Computer literacy skills, especially MS Word, MS Excel, MS Access, MS Power Point as well as internet and e-mail. Understanding of and competency in the Public Sector Financial Management Systems, Human Resource Management and Development, Labour Relations, Staff Wellness, Occupational Health and Safety, EMS Information Management and Emergency Communications Systems. Ability to communicate in at least two of the three official languages of Western Cape.

DUTIES : Strategic Management of Pre-Hospital Care, Medical Rescue services and Wilderness Search and Rescue services, Mass Incidents and Disaster Management, Special Events, as well as the integration of the Air Mercy Services. Ensure continuous maintenance or improvement of response-time performances. Strategic Management of patient transport services including Planned Patient Transfers and Inter-facility transfers. Ensure the effective management of the Information and Communication Technology Services. Developing and implementing a framework of norms and standards for EMS and the astute monitoring thereof. Develop protocols to improve the quality of care and decrease adverse patient incidents. Effective, efficient and sustainable financial planning and control. Manage the emergency and disaster medicine services across the Province. Ensure the integrated management of emergency clients through competent EMRS and Support personnel. Ensure effective EMRS Supply Chain Management structures and systems. Ensure that a positive attitude amongst EMS personnel is developed and motivation is sustained. Imbed Occupational Health and Safety in EMS. Ensure the effective management of EMRS facilities. Ensure that facilities and/or EMRS vehicles comply with relevant legislation and regulations. Implement and act on policy directives and decisions. Perform after-hours duties, on call availability for the management of operational coordination between emergency facilities. Overall responsible for Corporate Governance including all aspects of Human Resource Management, - Development and sound Labour Relations.

ENQUIRIES : Dr MS Kariem Tel. No: (021) 815-8708
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. The Department is in transition towards a reconfigured architecture. The Directorate: EMS will in future report to a reconfigured Chief Directorate: Emergency and Clinical Support Services.

CLOSING DATE : 13 December 2019

POST 42/302 : CHIEF EXECUTIVE OFFICER (X 3 POSTS)
Chief Directorate: Metro Health Services

SALARY : R1 057 326 per annum

CENTRE : Karl Bremer Hospital (X1 Post)
Mitchell’s Plain District Hospital (X1 Post)
Khayelitsha District Hospital (X1 Post)

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field or 4-year degree in an appropriate management field with at least 5 years’ experience at a middle/senior managerial level.
Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health service. Open minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations.

DUTIES:
Exercise leadership and overall governance of institution with departmental strategic priorities and frameworks. Overall responsibility for Clinical Governance of the hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the public Service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions. Provide leadership support to the specific Hospital (Metro Health Services) to deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Sub-district. Implement Health Policies and Protocols.

ENQUIRIES:
Dr G Perez Tel No: (021) 938-4136

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:
06 December 2019

OTHER POSTS

POST 42/303:
MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY) (DIVISIONS OF CRITICAL CARE)

SALARY:
Grade 1: R1 283 601 per annum
Grade 2: R1 467 651 per annum
Grade 3: R1 604 781 per annum

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

CENTRE:
Groote Schuur Hospital, Observatory

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialty) in Critical Care. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Critical Care. Experience:

Grade 1: None after registration with HPCSA as a Medical Specialist (Sub-specialty) in Critical Care. Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Critical Care. Grade 3: A minimum of 10 years’ appropriate experience after registration with the HPCSA (Or as recognised foreign Health Professional council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Critical Care. Competencies (knowledge/skills): Proven experience of dealing with patients in a multidisciplinary intensive care unit where management by a critical care sub specialist is essential. Experience to include medical/surgical/ transplant/cardiothoracic and neurosurgery as well as the provision of extra corporeal membrane oxygenation (ECMO). A background that compliments and strengthens the current expertise within the Division of Critical Care.

DUTIES:
Fulltime clinical service provision within all units falling under the Division of Critical Care. Patient care and supervision of junior medical staff. Supervision and training of medical staff in Critical Care Including the use of ultrasound and extra corporeal support modalities. Participation in management and resource allocation within Critical Care. Participation in clinical audit and outreach programmes in Critical Care. Development and implementation of research pertinent to Critical Care.

ENQUIRIES:
Prof I Joubert Tel No: (021) 404-3279/ Dr S Peters Tel No: (021) 404-5195
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. "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."

CLOSING DATE : 06 December 2019

POST 42/304 : MEDICAL SPECIALIST GRADE 1 TO 3 (CHILD AND ADOLESCENT PSYCHIATRY) (Contract until 28 February 2021)

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum

CENTRE REQUIREMENTS : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Specialist Psychiatrist. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: In possession of a valid driver’s licence and ability to travel to other health facilities. Willingness to perform after-hours call duties. Competencies (knowledge/skills): Appropriate level of knowledge of and skills in the field of child and adolescent psychiatry. Good management and communication skills. Ability to communicate in at least two of the official languages of the Western Cape. Ability to function well in a multidisciplinary team environment.

DUTIES : Provide specified clinical services Child and Adolescent Psychiatry Unit of Tygerberg Hospital as well as elsewhere within the provincial service platform when appropriate. Provide administrative support to the Head of the Unit and to the Head of the Department of Psychiatry where appropriate. Teach undergraduate and postgraduate students in the field of child and adolescent psychiatry. Perform appropriate clinical and operational research.

ENQUIRIES : Dr SM Hawkridge, Tel.No: (021)938-9116 or email: smh@sun.ac.za

APPLICATION NOTE : 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 : 6 December 2019

POST 42/305 : ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1

SALARY : R517 326 per annum

CENTRE : Directorate: Engineering and Technical Support 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 Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years’ appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirement: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning.

DUTIES : 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 : 06 December 2019
POST 42/306 : CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)
(QUALITY ASSURANCE AND TRAINING)
Garden Route District

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE REQUIREMENTS : Kannaland Sub-district
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. Post basic qualification with a
duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment,
Treatment and Care (R48) accredited with the SANC. Registration with a professional
council: Registration with the SANC as a Clinical Nurse Practitioner. 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 nursing experience after registration as
Professional Nurse with the SANC in General Nursing. At least 10 years of the period
referred to above must be appropriate recognisable experience after obtaining the 1-
year post basic qualification in the relevant specialty. Inherent requirements of the job:
Valid (Code B/EB) driver's licence. Proficient in at least two official languages of the
Western Cape. Computer skills with working knowledge of MS Office and ability to
apply programs. Competencies (knowledge/skills): Extensive knowledge of health
service delivery systems with leadership and management skills. Excellent verbal and
written communication skills as well as interpersonal skills. Sound knowledge of the
principles and policies of Quality Assurance, Risk Management, Infection Prevention
and Control (IPC) and Occupational Health and Safety. Teaching / presentation,
training and assessment skills.

DUTIES : Manage the Quality Assurance programme in the Kannaland sub district. Monitor and
respond to consumer complaints and compliments. Analysing training needs, planning
and coordinating clinical training, skills development and maintenance of competence
interventions in the Kannaland Sub-district. Presentation facilitation and co-ordination
of clinical service training programs at Kannaland sub-district. Monitoring, evaluation
and reporting of clinical training and clinical skills development interventions at
Kannaland sub district. Effective leadership, management and governance.

ENQUIRIES : Dr. JF Denkema Tel No: (028) 551-1010
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. The successful
candidate will be required to enter into an employment contract and a performance
agreement. Short-listed candidates may be required to do a practical test
(competency-based assessment).
CLOSING DATE : 06 December 2019
POST 42/307 : PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)
Chief Directorate: Metro Health Services

SALARY : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
CENTRE REQUIREMENTS : District Six Community Day Clinic
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 one year, accredited with the SANC in Advanced Psychiatric
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 Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal and communication skills. Computer literate (Microsoft Office). Knowledge of and insight into relevant legislation and policies related to mental illness. Effective written and verbal communication in at least two of the three official languages of the Western Cape.

**DUTIES**

Actively participate in the clinical management and nursing care to patients with Mental Health problems within the Sub-district. Provide support and capacity development to PHC personnel for Sub-district level services and students and peers. Promote community development and participation in mental health care delivery. Liaise with other role players. Conduct research related to mental health and service delivery.

**ENQUIRIES**

Mr T Abrahams Tel No: (021) 833-5400

**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. “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**: 06 December 2019

**POST 42/308**

**ASSISTANT DIRECTOR: LABOUR RELATIONS**

Directorate: Labour Relations

**SALARY**

R376 596 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualification: An appropriate 3 years Degree/Diploma (or equivalent) qualification in Human Resource Management. Experience: Appropriate experience in a Labour Relations Environment. Inherent requirement of the job: A valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): In depth knowledge of labour relations, specific the handling of disciplinary matters. Conflict and dispute resolution skills. Good verbal and written communication skills in at least two of the official languages of the Western Cape. Presentation and Computer literacy in MS Office.

**DUTIES**

Dealing with conflict and the resolution of disputes. Dealing with investigation of disciplinary matters and representing the employer in disciplinary hearings. Provide capacity development to employees/managers on labour relations matters. To research, developing and implement strategies in labour relations. Monitoring and Evaluation functions.

**ENQUIRIES**

Mr J Barends Tel No: (021) 483 3276

**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**: 06 December 2019

**POST 42/309**

**SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCES MANAGEMENT**

Chief Directorate: Metro Health Services

**SALARY**

R316 791 per annum

**CENTRE**

Khayelitsha District Hospital

**REQUIREMENTS**

and written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing.

**DUTIES:**
Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, Appointments, Pensions, PILIR, Structuring of packages, SPMS, Establishment Administration, RWOEE, Commuted Overtime and Recruitment and Selection etc. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management compliance reports. Render a support and advisory service with regards to Personnel Administration and Human Resource Management as well as monitoring compliance to Human Resources policies. Manage and supervise the general staff office including the development of Human Resource Officials on all aspects (SPMS, Discipline, training of staff). Ensure compliance with human resource practices, policies, resolutions and collective agreements. Responsible for HR related statistics and the effective usage of PERSAL system.

**ENQUIRIES:**
Mr J Minnies Tel No: (021) 360-4229

**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:**
06 December 2019

**POST 42/310:**
STATE ACCOUNTANT
Directorate: Facilities and Infrastructure Management

**SALARY:**
R257 508 per annum

**CENTRE:**
Head Office, Cape Town

**REQUIREMENTS:**
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in public sector financial environment and relates systems and on the Key Performance Areas (KRA’s) of post. Inherent requirements: Valid (Code EB/B) driver’s licence. Ability to travel and work overtime if required. Competencies (Knowledge/skills): Knowledge and experience of working within the built environment sector. Excellent interpersonal skills and the ability to interact with a broad range of users. Ability to analyse information. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Sound understanding of accounting principles. Knowledge of the budgeting process, BAS, LOGIS, AFS Reporting, Ledger Account clearing, Payments. Knowledge of the PFMA, DORA, National and Provincial Treasury Regulations. Sound knowledge of MS Office, MS excel, Vulindlena.

**DUTIES:**

**ENQUIRIES:**
Mr G Bailey Tel No: (021) 483-0891

**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:**
06 December 2019

**POST 42/311:**
ADMINISTRATION CLERK: ADMISSIONS
Overberg District

**SALARY:**
R173 703 per annum

**CENTRE:**
Villiersdorp Clinic, Theewaterskloof Sub-district

**REQUIREMENTS:**
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Administration experience in Hospital or Clinic Environment. Experience in PHCIS system. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES:**
(key result areas/outputs): Admission of patients, maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders.
Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

ENQUIRIES: Ms H Blignaut Tel No: (028) 840 1460
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: 06 December 2019

POST 42/312: ADMINISTRATION CLERK: SUPPORT (HAST)
Overberg District
SALARY: R173 703 per annum
CENTRE: Overstrand Sub-District
DUTIES: Perform administrative functions pertaining to the TB/HIV/STI/PMTCT Programmes in the sub-district. Central data capturing of Sub-district TB information on the electronic register. All data capturing, report compiling and other reasonable duties requested by manger. All reception duties, including the making and answering of telephone calls. Liaise with NGO partners and events planning.
ENQUIRIES: Ms A Rust Tel No: (028) 313-5260
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: 06 December 2019

POST 42/313: ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)
Chief Directorate: Metro Health Services
SALARY: R173 703 per annum
CENTRE: District Six Community Day Clinic (X1 Post)
Du Noon Community Health Clinic (X2 Posts)
REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Administration/Registration/Admissions and support services in the facility. Inherent Requirements: Perform relief duties as required, work shifts (day/night in a 24-hour service environment), public holidays, weekends and extended hours. Competencies (knowledge/skills): Computer literacy (Ms Word, Excel, Outlook). Interpersonal skills and Organisational skills. Good communication (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of and experience in operating PHCIS / Tier.net. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, also maintains confidentiality. Innovative, hardworking and good time management.
DUTIES: Render patient admissions and support service. Record keeping, compile new folders, retrieve and file folders, results and other documents, also trace lost folders. Deal with written or telephonic queries with regards to patient admission matters. Maintain a record management archive system. Monitoring and maintaining waiting time at accessible reception/admissions point. Perform related administrative tasks as instructed by supervisor.
ENQUIRIES: District Six CDC: Mr T Abrahams Tel No: (021) 833-4500
Du Noon CHC: Mr W Caesar Tel No: (021) 200-4500
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: 06 December 2019

POST 42/314: ADMINISTRATION CLERK: ADMISSIONS
Chief Directorate: Metro Health Services
SALARY: R173 703 per annum
CENTRE: Hanover Park Community Health Centre
## REQUIREMENTS
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriated experience in capturing on PHCIS and Tier.net. Appropriate experience in a Fees/reception and hospital environment. Inherent requirement of the job: Willingness to work shifts (night duty and weekend) and do relief work. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

## DUTIES
Admission, transfer, discharge patients and handling of patient enquiries. Appointment system processes, ensure correct management of patient folders at reception areas and schedule appointments on system. Filing and retrieving of folders. Achieving and disposing of folders as per Policy. Accurate collection, safekeeping and deposit of state money. Correct patient assessment, accurate data collection and recording, helpdesk assistance.

## ENQUIRIES
Ms M James Tel No: (021) 692-4972

## 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
06 December 2019

## POST 42/315
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)
Chief Directorate: Metro Health Services

### SALARY
R173 703 per annum

### CENTRE
Metro TB Hospital Centre (Brooklyn Chest Hospital)

### REQUIREMENTS
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain Management. Appropriate experience and knowledge of Public Sector Procurement and Supply Chain Management Processes and Procedures. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Strong analytical skills and problem solving abilities. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

### DUTIES
Demand and Acquisition Management of Goods and Services for Metro TB Hospital Centre, including Clinics. Compilation of Specifications for various Goods and Services to meet the requirements of the End-user. Sourcing of Quotations for Goods and Services via the EPS. Preparation of Quotation Batches for the Quotation Committee. Processing and expediting of Purchase Orders. Communication and Feedback with Suppliers and End-users. Report in terms of Procurement Related Transactions on a monthly basis.

### ENQUIRIES
Mr R Cajada Tel No: (021) 508-7451

### 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
06 December 2019

## POST 42/316
ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT: ASSETS
Garden Route District

### SALARY
R173 703 per annum

### CENTRE
Riversdale Hospital, Hessequa Sub-district

### REQUIREMENTS
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience in Supply Chain and Asset Management. Appropriate experience in the LOGIS system. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal skills, the ability to maintain confidentiality and excellent communication skills (verbal and written) in two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and Outlook) Programmes. Sound theoretical and practical knowledge of policies regarding Asset, Financial, Supply Chain, and Warehouse Management, LOGIS system functions, PFMA, Treasury Directives and legislation pertaining to an Asset Management environment. Ability to effectively multi-task, function independently and under pressure in a physically demanding environment.
DUTIES: Responsible for the procurement of all assets and disposed items (as identified by the committee) via the correct processes, the receipt of assets (accurate and correct) and the system functions related to procedures. Conduct stock-taking and ad-hoc inspections. Manage, maintain and update of asset registers within the Hessequa Sub-district. Manage movements of assets and update bar coding. Assist with payments function on the LOGIS system as well as the creation and maintenance related to asset management (including disposed items). Assist with the disposal of redundant obsolete and unserviceable items in accordance to existing prescripts and with monthly BAS/LOGOS reconciliations.

ENQUIRIES: Mr H Crous Tel No: (028) 713-8642

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: 06 December 2019

POST 42/317: ECM SCANNING OPERATOR
Chief Directorate: Metro Health Services

SALARY: R145 281 per annum

CENTRE: Mitchells Plain District Hospital


DUTIES: Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Return folders on Clinicom. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

ENQUIRIES: Mr A Moses Tel No: (021) 377-4497

APPLICATIONS: The Chief Executive Officer: Mitchells Plain Hospital, Private Bag X 9 Mitchells Plain, 7789.

FOR ATTENTION: Ms C Johnson

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

CLOSING DATE: 13 December 2019

PROVINCIAL TREASURY

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

CLOSING DATE: 09 December 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


SALARY: R1 521 591 per annum (Level 15). (All-inclusive salary package)

CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: An appropriate undergraduate qualification and a post-graduate qualification (NQF level 8) as recognised by SAQA; A minimum of 8 years’ experience on senior management level; and A valid code 8 driver’s licence (or alternative mode of transport for people with disabilities). Competencies: Demonstrate expertise and experience of the following: People and Financial Management; Financial norms and standards; and Financial management systems. Strategic Management and Leadership; Building Partnerships; and Ability to communicate with a wide variety of external and internal clients.

DUTIES: Line Management: Strategic management, guidance and advice with regard to provincial and local government public finance and public policy. This includes the following broad areas of service delivery: Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities. Assist, assess and report on municipal budgets revenue and expenditure management, including municipal entities and to drive the implementation of the MFMA at specific municipalities. Ensure fiscal architecture (equitable share research and FFC interaction) as well as research into new and existing revenue sources. Promote effective financial resource allocation for provincial government and provide for economic analysis and advice that informs fiscal policy and the budget allocation process. Improve budget planning and implementation of municipalities to facilitate improved responsiveness of its budgets to socio-economic realities. Render business information and data management services. Promote the effective and efficient management of movable assets and infrastructure delivery and advise departments and municipalities on PPP projects. Evaluate and improve the credibility and sustainability of the provincial budget as well as to monitor the implementation thereof. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Branch. Participate in the Departmental strategic planning process. Active involvement in the development and management of the strategic and business plans for the Branch. Evaluate the performance of the Branch on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Branch. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch’s Business Plan. Motivate, train and guide staff within the Branch, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Branch. Monitor information capacity building within the Branch. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Branch. Promote sound labour relations within the Branch. Actively manage and promote the maintenance of discipline within the Branch. Financial Management: Active participation in the budgeting process at Branch level. Preparing of the Annual and Adjustment Budgets for the Branch. Assume direct responsibility for the efficient, economic and effective control and management of the Branch’s budget and expenditure. Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch. Report to the Accounting Officer on all aspects of the Branch’s finances. Perform diligently all duties assigned by the Accounting Officer. Assume overall responsibility for the management, maintenance and safekeeping of the Branch’s assets. Ensure that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

ENQUIRIES: Ms J Gantana at Tel No: (021) 483 6267