APPLICATIONS: Applications must be submitted by using the following URL: https://wcedonline.westerncape.gov.za/home/ via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

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

OTHER POSTS

POST 05/274: DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR REF NO: 1
Directorate: Assessment and Examination

SALARY: R733 257 per annum (Level 11) plus benefits

CENTRE: Cape Town

REQUIREMENTS: A relevant B-degree or equivalent recognised qualification in Information Technology (IT) or any related qualification and a minimum of 3-5 years relevant experience at supervisory/middle managerial level in business application or system analysis experience. Valid Driver’s licence. Proficient in two of the official languages of the Western Cape. It will be required of the candidate to work after hours as the need arises. Knowledge: Knowledge of client care and information management. Project management National and provincial legislation and regulations pertaining to examination administration. Procurement processes Internal and external marketing and communication processes. Functions, programmes and projects of the WCED Information in the WCED domain Electronic information content Statistics Policy/Act. Skills: Research skills. Analytical skills. Excellent communication skills. Negotiation skills. Strong decision making skills. Planning and organising skills. Problem solving skills. Facilitation skills. Presentation skills. Marketing skills. Conflict resolution skills. Good verbal and non-verbal communication skills. Writing skills. Computer literacy skills Numeracy skills. Ability to motivate personnel. Ability to delegate effectively.

DUTIES: Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examinations and the national assessments, relating to registration of candidates and centres, distribution of examination material, writing of examinations and national assessments, marking, capturing of marks, resulting and release of results/Monitor the implementation of examination and assessment systems and draft management reports/Manage and monitor the development of new examination and assessment systems and the optimal implementation of existing examination and assessment system in the Chief Directorate in collaboration with stakeholders (e.g. Ce-l and SITA)/Manage the governance of examination and assessment systems including Change Control Board (CCB) meetings and implementation of recommendations/Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems; Lead the drafting or updating of policy;
Facilitate consultation of proposed policy/Oversee the provision of assessment and examinations user management services; Plan and manage the review, updating and maintenance examination and assessment system information; Plan and manage the provision of end-user support/Drive assessment and examination information systems training, capacity building and knowledge-sharing practices; /Participate in Joint Application Developments (JAD) and test sessions when requested by DBE, Umalusi, SITA, CE-; /Plan and manage the disaster recovery plan for the chief directorate in respect of Examination and Assessment System; /Participate in Performance Management System.

ENQUIRIES : Ms T Singh, Tel No: (467) 2541
CLOSING DATE : 21 February 2020

POST 05/275 : DEPUTY DIRECTOR: PROJECT INCUBATOR MANAGER REF NO: 4
Directorate: Business Strategy & Stakeholder Management

SALARY : R733 257 per annum (Level 11) plus benefits
CENTRE : Cape Town
REQUIREMENTS : Relevant Degree or National Diploma (NQF 6). Minimum 3 year’s management experience in a project management environment. Must have proven competence and success in designing, initiating, implementing and managing innovative programs and projects. Knowledge: Extensive knowledge of applicable project management methodologies and applications. Management principles; financial management; Expert knowledge of strategic management processes; General knowledge of global, regional and local political, economic and social affairs impacting on the PGWC. Skills: Project management; Resource management planning; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Communication (written and verbal); Organising, Dispute resolution/conflict management; Interpersonal relationships. Analytical thinking; Strategic thinking; Financial and administration skills; Project management. Ability to analyse, conceptualise and project roll-out; Research. Monitoring, reporting and evaluation. Report writing. High level of computer skills and familiarity with project management software and use of. Time management.

DUTIES : Identification of Projects/programmes that drive strategic departmental goals. Conduct feasibility studies for proposals/ideas emanating from EXCO. Prepare strategic plans and proposals for consideration by EXCO. Identify, cultivate and solicit support for incubation efforts. Prepare concept documents/project plans including resources, budget and operations required. Prepare Implementation plan including schedule, Action Plan and all necessary documentation. Lead and co-ordinate the organisational landscape for the implementation of the project and project roll-out. Coordinate internal resources and third party/service providers for the execution of projects. Ensure that all selected projects are incubated to seamlessly land with the relevant business owners. Monitor and report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Identify cross-functional agents and develop working relationships, transversal agents. Develop clear business as usual plan with specific timelines for project handover. Ensure and identify project champions and capacity. Ensure ownership and embedding of project into business as usual within identified Branches/directorate. Participate in the recruitment process. Managing performance (SPDMS) of staff and maintaining excellence in service delivery. Financial Management including Annual Plans and Adjustment and budget expenditure thereof. Compliance to SCM processes.

ENQUIRIES : Ms W Conrad Tel No: (021) 467 2382
CLOSING DATE : 21 February 2020
POST 05/276

DEPUTY DIRECTOR: E-INFRASTRUCTURE AND TECHNOLOGY DEVELOPMENT REF NO: 19
Directorate: E-Learning

SALARY : R733 257 per annum (Level 11) plus benefits
CENTRE : Cape Town
REQUIREMENTS : Relevant qualification (3 years post Matric). At least 3 years' experience in management level. Valid driver's license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Knowledge: The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to the eLearning Strategy; Provincial Finance Management Act and National Treasury Guidelines. Skills: Deciding and Initiating Action; Leading and Supervising; Formulating Strategies and Concepts; Persuading and Influencing; Writing and Reporting; Presenting and Communicating Information; Delivering Results and Meeting Customer Expectations.

DUTIES : Manage the development and implementation of solutions, systems and infrastructure with regards to: Facilitate transversal and shared infrastructure, hardware, software and services relating to eLearning. Manage stakeholder interface between WCED and WAN/LAN role-players e.g. CEI, Service Providers, schools and project management teams Manage all aspects of business solutions, ICT infrastructure and security service and operational support. Facilitate the sourcing of eLearning technology-related resources Oversee the management and coordination of eLearning Projects: Oversee the provisioning of ICT access and provisioning related to eLearning Planning of ICT access and provisioning Implementation of solutions Oversee information management and reporting related to projects Ensure that databases and reporting systems are in place and used effectively Management of the human resources to achieve the pre-determined performance indicators and service delivery imperatives: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Business Plan. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage performance and evaluation of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline and professionalism. Plan budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently: Prepare work-unit budget required to achieve unit objectives Maintain internal control policies and processes in line with the public Finance Management Act and National Treasury Guidelines and Best Practice Notes Prepares short-term (1 year) and longer-term (2-5 years) budget plans Ensures conformity with PFMA and auditing requirements Monitors revenue and expenditure for the purpose of sound fiscal responsibility Projects long-term financial requirements needed to achieve work-unit objectives Explains or justifies the work-unit budget to other stakeholders and departmental groups Oversees or helps procure equipment, facilities, supplies and services. Fosters an environment where cost-benefit outcomes are continuously improved Prepares consolidated financial reports for presentation

ENQUIRIES : Mr C Walker Tel No: (021) 467 2351
CLOSING DATE : 21 February 2020

POST 05/277

DEPUTY DIRECTOR: POLICY AND CO-ORDINATION REF NO: 81
Directorate: Policy Co-ordination

SALARY : R733 257 per annum (Level 11) plus benefits
CENTRE : Cape Town
REQUIREMENTS : National Diploma/Degree (NQF Level 6) in policy analysis methodology. At least minimum 3 years management experience within a policy development environment. Knowledge: Knowledge the latest advances in public management theory and practice; Advanced knowledge of strategy development, strategy management and strategy monitoring and review
processes; Advanced knowledge of modern systems of governance and administration; Advanced knowledge of public communication, public education, public engagement and public discourse management processes; knowledge of the policies of the government of the day. Knowledge of global, regional and local political, economic and social affairs impacting on the provincial governing in the South African public sector, Knowledge of inter-governmental and international relations; Knowledge of communication, media management, public relations, public participation and public education. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display though leadership in complex application; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organising and people management skills; Presentation skills at senior management level; Computer literacy skills.

**DUTIES**

Line Management Identify needs for policy development throughout the department. Initiate policy development processes and evaluate requests for policy development. Facilitate policy alignment at all levels of the organization. Facilitate the development of policy guidelines for implementation. Ensure the development, maintenance and update of policy register. Facilitate the policy communication process. Provide expert advice and support on policy development. Facilitate the development of capacity regarding policy within the department. Identify needs and build capacity regarding the implementation of policy. Monitor and evaluate effective policy, guidelines, systems, norms and standards. Develop good working relationships with policy professionals and education stakeholders. Liaise with Department of Basic Education regarding education policy issues. Human Resource Management Participation in the recruitment staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of human resource plan, a service delivery improvement plan, and an information resources plan, for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Perform all managerial tasks with regard to the component Transformational Management. Give strategic direction to and manage policy issues with regard to the functions of the components under her command. Communicate on managerial level with regard to the functions of the component.

**ENQUIRIES**

Adv LM Coleridge-Zils Tel No: (021) 467 2299/ 2260

**CLOSING DATE**

21 February 2020

**POST 05/278**

ASSISTANT DIRECTOR: PROJECT INCUBATOR REF NO:.5 (2 POSTS)

Directorate: Business Strategy & Stakeholder Management

**SALARY**

R376 596 per annum plus benefits (Level 9)

**CENTRE**

Cape Town

**REQUIREMENTS**

Relevant Degree or National Diploma (NQF 6). At least 3 year’s relevant experience in project management. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Skills: Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement policy; Research. Networking and highly articulate. Time management.

**DUTIES**

Identification of Projects/programmes that drive strategic departmental goals. Assist with conducting feasibility studies for proposals/ideas
emanating from EXCO. Identify transversal networks required. Provide input into the preparation of strategic plans and proposals for consideration by EXCO. Assist in identifying, cultivating and soliciting support for incubation efforts. Provide input into concept documents/project plans including resources, budget and operations required. Assist with the preparation of Management Action Plan for all activities required. Prepare all necessary documentation i.e. submissions, case studies, budgets. Form part of the implementation team for project roll-out and compiling monitoring reports. Compile monitoring report on progress of implementation. Liaise and communicate to relevant stakeholders and agents of change. Assist with the identification of cross-functional agents and develop working relationships with same. Facilitate the development of working relationships with transversal agents. Assist with the development of a clear business as usual plan with specific timelines for project handover. Support project champions in BAU spaces. Assist with transfer of skills from incubation team to BAU unit.

ENQUIRIES: Ms W Conrad Tel No: (021) 467 2382
CLOSING DATE: 21 February 2020

POST 05/279: ASSISTANT DIRECTOR: MONITORING AND REPORTING REF NO: 6
Directorate: Business Strategy & Stakeholder Management

SALARY: R376 596 per annum (Level 9) plus benefits
CENTRE: Cape Town
REQUIREMENTS: Relevant Degree or National Diploma (NQF 6). At least 3 year’s relevant experience. Knowledge: Extensive knowledge of applicable policies, legislation, guidelines, standards, procedures and best practices; General knowledge of global, regional and local political, economic and social affairs. Skills: Problem solving skills; Facilitation skills; Presentation skills; Communication (written and verbal); Organising; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management; Ability to analyse, conceptualise and implement projects; Research. Report writing and reporting; Excel proficient (advance level). Systems analytics. Attention to detail. Team player. Time management.


ENQUIRIES: Ms W Conrad Tel No: (021) 467 2382
CLOSING DATE: 21 February 2020

POST 05/280: ASSISTANT DIRECTOR: BUSINESS DEVELOPMENT AND STAKEHOLDER MANAGEMENT REF NO: 7 (2 POSTS)
Directorate: Business Strategy & Stakeholder Management

SALARY: R376 596 per annum (Level 9) plus benefits
CENTRE: Cape Town
REQUIREMENTS: Relevant Degree or National Diploma (NQF 6). At least 3 year’s relevant experience. Knowledge: Expert knowledge of strategic management processes; Knowledge of global, regional and local political, economic and social affairs. Knowledge of management stakeholders and stakeholder’s
engagements. Ability to communicate clearly and convincingly with varied stakeholders. Media Savvy person. Writing proposals and reporting writing. Skills: Interpret and apply relevant policies and procedures; Problem solving skills; Facilitation skills; Presentation skills; Policy formulation; Policy analysis; Communication (written and verbal); Organising; Dispute resolution/conflict management; Interpersonal relationships; Analytical thinking; Strategic thinking; Administration skills; Project management;
Ability to analyse, conceptualise and implement policy. Good interpersonal and networking skills. Highly articulate. team player.

**DUTIES**: Assist with coordination and implement collaborative projects between government and partners linked to stakeholder management. Assist with coordination, development and implement frameworks regarding linkages with private business partner (national and international) to enhance the business of the department. Assist to develop and maintain a database of potential businesses or /and partners willing to work with WCED. Assist to promote volunteerism. Assist to identify potential partnerships and build relationships with business. Assist supervisor to manage intergovernmental, intra-institutional and other relations. Assist to establish, maintain, monitor and report on the Service Delivery Improvement. Assist to coordinate, establish, implement, report on national requirements. Assist with oversight monitoring and reporting. Assist with development of stakeholder engagement strategy. Assist with arranging stakeholder forums. Prepare and manage workshops, roundtables and forums logistics including developing agenda.

**ENQUIRIES**: Ms W Conrad Tel No: (021) 467 2382

**CLOSING DATE**: 21 February 2020

**POST 05/281**: ASSISTANT DIRECTOR: E-LEARNING INFORMATION MANAGER REF NO: 20

Directorate: E-Learning

**SALARY**: R376 596 per annum (Level 9) plus benefits

**CENTRE**: Cape Town

**REQUIREMENTS**: Appropriate Degree (3 years post matric). At least 3 years’ relevant experience in information management systems, valid driver’s license. Proficiency at least in two of the three official languages [English, Afrikaans, isiXhosa]. Knowledge: Thorough knowledge of management systems. Write reports with visual displays and overlays. Be flexible and focused on understanding the needs of the end-user. Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. WCG and WCED data guideline policies. Skills: Computer literacy with particular expertise in qualitative & quantitative data analysis and the ability to think analytically and systematically. Research to inform organization on trends, risks, innovation and deep analysis of eLearning data. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills.

**DUTIES**: Manage the development, implementation and integration of eLearning data systems: Provide support in developing and maintaining an online and offline data and knowledge management repository. Align disparate data sources to feed into online offline and knowledge management repository. Provision of an Online Synergy data repository which contain eLearning projects and programme-related data Innovation and systems development. Manage the Quality Assurance of eLearning data: Liaison with stakeholders to ensure data integrity towards the monitoring of relevant data and information data fields. Review online data system to customize to business needs. Assess and monitor external data source updates. Facilitate system and data analysis processes to ensure data integrity. Facilitate interventions for review and improvement of the data and knowledge management with relevant stakeholders. Communicate with stakeholders to inform users and
user groups of policies and data standards. Facilitate the internal use and reporting of Information systems to assist in planning and automation of business processes to derive maximum efficiencies. Liaison with stakeholders to ensure data integrity Interface with other ICT solutions provincially and nationally. Develop business intelligence reports which inform planning, statutory compliance, strategy and decision-making. Manage and conduct data analytics: Conduct statistical analysis on data collection instruments to ensure reliability and validity of data. Provide data analysis and strategic support to eLearning Director, eLearning team and performance tracking management in ensuring collection of data on key performance indicators as per the performance framework. Provide data and analysis for business intelligence periodically and on request. Data awareness: capacitate WCED head office and district office officials on data collection instruments. Conduct statistical analysis of quantitative data collected to report on specific projects. Facilitate the publication and dissemination of educational information over appropriate platforms. Integrate GIS as an application within the eLearning data analysis. Liaison with stakeholders relating to standardized reporting requests as well as ad-hoc requests. Provide management reports: Provide management reports as predetermined intervals and upon request. Provide visualizations and overlaying of information and data. Provide presentation format information distilling the information into business intelligence. People Management: Supervision of the human resources to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations: Participation in the recruitment of staff. Motivate, train and guide staff to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff. Monitor information capacity building. Promote sound labour relations. Actively manage and promote the maintenance of discipline within the component.

ENQUIRIES : Mr C Walker (021) 467 2351
CLOSING DATE : 21 February 2020
POST 05/282 : ASSISTANT DIRECTOR: E-LEARNING PROJECTS COORDINATION
REF NO.:21
Directorate: E-Learning
SALARY : R376 596 per annum (Level 9) plus benefits
CENTRE : Cape Town
REQUIREMENTS : An appropriate, recognized 3-years post matric qualification. At least 3-5 years’ experience in technology provisioning or project management, valid driver’s license. Proficiency at least in two of the three official languages (English, Afrikaans, isiXhosa). Additional Requirements: The following will also be considered: Work experience in technical knowledge of ICT technologies in eLearning environment Supply Chain Management practices, processes and procedures e.g. provincial ICT standards, SITA. Knowledge: Thorough knowledge of ICT Technology types and specifications. Knowledge of project risk management and mitigation. Experience with implementing projects. The policies, rules and regulations of the National Department of Education and the Western Cape Education Department especially with respect to White Paper 7. Skills: Above average of computer literacy with particular expertise in excel and other data base platforms and the ability to think analytically and systematically Analysis of eLearning data to inform on trends and risks. Excellent oral and written communication skills. High degree of focus on departmental needs, customer satisfaction. Quality orientated. Excellent diagnostic skills. Excellent problem-solving skills. Write reports. Be flexible and focused on understanding the needs of the end-user.

DUTIES : Provide support to E-learning projects: Project manage and implement technology provisioning and related e-Learning projects in line with WCED strategies, priorities, policies and guidelines. Quality assure project plans and related project documents. Liaise with Cel for technical specifications
and technical evaluation of technology. Liaise with and render administrative advice and assistance to district e-Learning staff on e-Learning projects and relevant aspects of technology provisioning. Conduct site visits (as necessary) to assist with e-Learning projects. Provide advice and assistance with demonstrations and in-house end user evaluation of emerging technologies. Coordinate and manage relevant processes for e-Learning projects (e.g. facilitate meetings with suppliers and vendors). Manage the preparation of source documentation. Manage e-learning project office: Develop in collaboration with Deputy Director guidelines and templates for project plans for all e-Learning deliverables. Assist Deputy Director, technology staff and district e-Learning staff with the development of project plans. Assist and manage communication and collaboration with all stakeholders. Oversee the administrative deliverables with respect to correspondence & filing systems. Create, update and manage a database to record, monitor and report on all e-Learning projects. Prepare all required documentation with regard to the financial aspects of e-Learning projects in collaboration with management. Reporting and Administration Report on all aspects of the roll-out and progress of e-Learning projects. Collate reports, data analysis and prepare regular reports to management. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Projects and of the resources employed by it. Measuring, managing and reporting on project risks, technical constraints and issues. Ensure project documentation is up to date and saved in the designated repositories. Render advice and liaise w.r.t administrative matters. Keep updated on WCED eLearning online systems. Studies the relevant public services and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with project procedures and processes that apply to the head office and other educational institute offices, e.g. Cel, CTLI, districts, schools. Advise relevant stakeholders on departmental prescripts and policies regarding own KRAs.

ENQUIRIES : Mr C Walker Tel No: (021) 467 2351
CLOSING DATE : 21 February 2020
POST 05/283 : ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: .26
Directorate: Recruitment and Selection
SALARY : R376 596 per annum plus benefits (Salary Level 9)
CENTRE : Cape Town
REQUIREMENTS : A relevant three-year degree/diploma in Human Resource Management/Public Management or similar, plus a minimum of at least 3 years’ relevant experience in Human Resources and a valid driver’s license. Knowledge: Knowledge of the recruitment and selection processes and facilitating the selection process of human resources; knowledge of competency-based interviewing techniques and instruments; advanced knowledge of modern systems of governance and administration; knowledge of the policies of the government of the day; knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; knowledge of assessment systems and project management processes. Skills: Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Computer literacy skills.
DUTIES : Manage the recruitment, selection and retention of employees, by ensuring the formulation of the recruitment, selection and retention policy/strategies and instruments of the Department and ensuring the correct application of the said policies in the Department; Assist with disputes and grievances related to recruitment and selection; Placement of advertisements and processing of payments thereof; Ensuring the development and maintenance of relevant databases; co-ordinate the human resource
support function at all shortlisting and interviewing panels; responsible for the human resource management and financial management within the component. Co-ordination of competency tools and instruments.

**ENQUIRIES**  :  Ms ML Mocke, Tel No: (021) 467 9278  
**CLOSING DATE**  :  21 February 2020  

**POST 05/284**  :  ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO.28 (3 POSTS)  
**SALARY**  :  R376 596 per annum (Level 9) plus benefits (Level 9)  
**CENTRE**  :  Cape Town  
**REQUIREMENTS**  :  National Diploma (NQF Level 6) or Degree in Human Resources or an equivalent qualification plus a minimum of 3 years relevant experience in Human Resources Administration. Recommendations: Experience in public service and education environment with specific reference to applicable employment and conditions of service legislation; proven communication skills in at least two official languages of the Western Cape Province. Knowledge: Knowledge of: Relevant Education and Public Service Acts, Policy documents, Public Finance Management Act, Education Law and Policy, CORE, Personnel Administration Measures (PAM) & Public Service (PS) Regulations, Collective Agreements, Resolutions and PERSAL. Skills: Managerial, Leadership and Interpersonal skills; Written and Verbal Communication skills; Analytical, Problem Solving, Decision Making, Facilitation and Presentation skills; Conflict Resolution; Organising skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS PowerPoint); MS Outlook, Internet.  
**DUTIES**  :  Exercise managerial functions pertaining to the post, including but not limited to assisting the Deputy Director. Manage and supervise staff members, including but not limited to training, monitoring and evaluation. Manage and supervise general administrative duties with regard to service benefits and conditions of service. Implementation of policies and procedures related to HR Administration. Manage and supervise functions pertaining to leave administration. Manage and supervise the exit management service. Manage and supervise functions pertaining to appointments & salary administration; and Perform more complex work regarding the functions above.

**ENQUIRIES**  :  Ms D Pillay Tel No: (021) 467 2477  
**CLOSING DATE**  :  21 February 2020

**POST 05/285**  :  ASSISTANT DIRECTOR: PERFORMANCE AND ETHICS ADMINISTRATION REF NO.33  
**Directorate**  :  Strategic People Management  
**SALARY**  :  R76 596 per annum (Level 9) plus benefits  
**CENTRE**  :  Cape Town  
**REQUIREMENTS**  :  At least a recognized 3-year qualification (NQF 6) which can be in Human Resource Management, Public Management, Industrial Psychology or Industrial Relations, with at least 3 years’ experience in human resources, industrial relations or performance management with 3 years supervisory experience. A valid Code 8 drivers’ license. Language proficiency in at least two of the three official languages of the Western Cape. Additional Requirements: The candidate will be responsible to lead a unit that provides guidance on administration of performance compliance processes applicable, guide line managers and officials in the performance management process and facilitate an online performance recording system. Guide and ensure compliance to the Ethical Framework and compliance reporting in government, inclusive of E-Disclosures and Remunerative Work outside the Public Service (RWOPS). Co-ordinate the pay and grade progression processes applicable. Provide relevant training the candidate need to have: sound knowledge and experience in Performance Management processes; experience of performance management systems; experience and knowledge of performance reward/recognition processes report writing skills; ability to facilitate training
and development sessions. Knowledge: Knowledge of performance management and rewards systems; Knowledge of People Management processes; Labour Relations; Financial Management; Project Administration; RWOPS and Financial Disclosures. Skills: Interpret and apply relevant policies and procedures; Problem Solving Skills; Facilitation Skills; Presentation Skills; People Management and Empowerment; Project Administration; Information and Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Monitoring and Evaluation; Report writing, computer skills, conflict resolutions.

**DUTIES**

- Co-ordinate the individual reward systems (inclusive of OSD’s) re pay progression, grade progression and performance bonuses. Co-ordinate and provide guidance to line managers and employees on the compilation of performance agreements (Public Service Act) on PERMIS. Co-ordinate the performance assessment and moderation processes. Administer the performance management systems (PERMIS). Coordinate probation processes. Co-ordinate and report on compliance to RWOPS. Co-ordinate, facilitate and report on compliance to E-Disclosures. Perform managerial tasks with regard to the unit.

**ENQUIRIES**

- Mr M Cronje: Tel No: (021) 467 2479

**CLOSING DATE**

- 21 February 2020

**POST 05/286**

- ASSISTANT DIRECTOR: PEOPLE PLANNING, POLICIES AND SYSTEMS REF NO.34
  Directorate: Strategic People Management

**SALARY**

- R376 596 per annum (Level 9) plus benefits

**CENTRE**

- Cape Town

**REQUIREMENTS**

- National Diploma in (NQF 6) or degree in Human Resource Management/ Organisational Psychology/Management of Information Science/ Public Management or a relevant qualification within the business management environment plus 3 years’ applicable experience in a people management environment. Knowledge: Policy Development and implementation; Public Service Act and Regulations; Employment of Educators Act and Resolutions, Employment Equity Act, Performance Management Systems, WCED Employment Equity Plan, knowledge of relevant National and Provincial Policies in relation to transformation issues, disability and employment equity, Knowledge of Human Resource Planning processes, project administration and management, labour relations framework, knowledge of post-structures in the education sector will be an advantage. Skills: Analytical thinking; Organising and planning; Good written and verbal communication; Decision making; Facilitation and presentation skills; Good interpersonal skills; Liaison skills; Ability to interpret prescripts; Knowledge of and experience in database management; Good human relations; Ability to work under pressure; Ability to use IT software package, with the ability to use PowerPoint and MS Excel on an intermediate/advance level.

**DUTIES**

- Administer the steps of the 5-Year Human Resource Plan of the WCED (drafting, research into trends on human resource provision, monitoring and adjustment of the Plan). Administer the steps of the 5-Year Employment Equity Plan and Programme of the WCED (Employment Equity Plan and Reports, processes, record-keeping, training interventions and compliance). Assist in the coordination of data and the compilation of the HR Report for the annual report of the WCED, co-ordinate the implementation of the internal Disability Programme for the Department. Render advice on People Policies. Render a recordkeeping function of all People Policies applicable in the department. Maintain the framework of People Delegations for the chief directorate. Research, develop and introduce systems, platforms and electronic toolkits to improve operations within the people management environment. Co-ordinate departmental committees/forums for the Human Resource Plan and Employment Equity Plan. Participate in provincial and national forums; monthly reporting and review of progress in the various programmes. Manage the performance of the employees in the unit.
ENQUIRIES : Ms T Florence Tel No: (021) 467 2480
CLOSING DATE : 21 February 2020

POST 05/287 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO.69
Directorate: Management Accounting

SALARY : R376 596 per annum (Level 9) plus benefits
CENTRE : Cape Town
REQUIREMENTS : A relevant National Diploma or Degree (NQF Level 6) in Finance, plus a minimum of 3 years’ relevant experience in a financial and/or budget environment. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

DUTIES : Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyze expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyze and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

ENQUIRIES : Mr R Eyssen, Tel No: (021) 467 2662
CLOSING DATE : 21 February 2020

POST 05/288 : ASSISTANT DIRECTOR: POLICY AND PLANNING REF NO.73
Directorate: Supply Chain Management

SALARY : R376 596 per annum plus benefits (Salary Level 9)
CENTRE : Cape Town
REQUIREMENTS : An appropriate recognized 3-year qualification Degree/National Diploma with minimum 3 years’ management experience. A valid driver’s license. Recommendations: The ability to interpret and apply policies, strategies and legislation. The ability to work independently with limited supervision and work under pressure in order to adhere to due dates. The ability to liaise and engage with stakeholders. The ability to conduct research and draft reports. The ability to analyse, evaluate and understand audit reports. Knowledge: Knowledge of Supply Chain Management practices, processes and procedures; preferential procurement as well as financial legislation. Knowledge of Logis and the Integrated Procurement Solution (IPS). Skills: Computer literacy in MS Word, Excel and PowerPoint; verbal and written communication; organization and planning; report writing; problem solving and numeracy.

DUTIES : Ensure compliance with departmental policies. Co-ordinate the completion of financial disclosure forms and the code of conduct by Head Office/District Office SCM staff. Co-ordinate the constitution of SCM committees. Perform
market research in terms of vendor and commodity options. Distribution of Treasury circulars to all SCM functionaries at Head Office/District Offices. Determine WCED Supply Chain Management needs. Submission of procurement statistics to Treasury. Maintenance of the Accounting Officer’s System (AOS). Completion of forms by SCM staff security clearance Head Office. Co-ordinate procurement planning in the department. Solicitation of requisitions for goods and services in terms of the procurement plan of the Department. To support and advise responsibility managers (RM’s) and SCM officials. To ensure that the audit queries, FMIP and Internal Performance of the SCM is manage effectively.

ENQUIRIES: Mr JT Solomons Tel No: (021) 467 2818
CLOSING DATE: 21 February 2020

POST 05/289: ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO.74
Directorate: Supply Chain Management

SALARY: R376 596 per annum (Level 9) plus benefits
CENTRE: Cape Town
REQUIREMENTS: An appropriate recognized 3-year qualification (Degree/National Diploma) with minimum 3 years’ management experience. A valid driver’s license. Knowledge: Public Finance Management Act (PFMA) and relevant prescripts regarding GMT; National Road Traffic Act (Act 93 of 1996) and National Road Traffic Regulations and Prescripts; Transport Circular No. 4 of 2000; knowledge and experience in i-Fleetman or any other computerized vehicle fleet management system; Basic mechanical knowledge of vehicles. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.

DUTIES: Administer and manage the telecommunications services, Administer and manage the GG-vehicle fleet at WCED Head office; Provide a support function to regional and local transport officers at the Education District Offices; Booking and Issuing of GG-vehicles; Investigate misuse and traffic violations; Attend to the reporting on GG-vehicle expenditure; Attend to the processing and payment of invoices; Manage the servicing and maintaining GG-vehicles; Ensure that the GG-fleet is optimally used and report overall utilization to management on a monthly basis; Attending monthly GMT Client Forums (Operational & Financial). Administer the Food Service Aid of the department. Co-ordinate and provide inputs into the quarterly and annual financial statements of the department. Determine departmental needs in respect of telecommunications and GG Transport. Ensure compliance with departmental policies and all applicable legislation. Ensure that the applicable policies are updated as and when required. Provide support and advise responsibility managers and departmental officials. Attend to audit queries, FMIP and Internal Performance of the department in respect of telecommunications and GG transport Services.

ENQUIRIES: Mr JT Solomons 021 467 2818
CLOSING DATE: 21 February 2020

POST 05/290: ASSISTANT DIRECTOR: ACQUISITIONS REF NO.75
Directorate: Supply Chain Management

SALARY: R376 596 per annum plus benefits (Salary Level 9)
CENTRE: Cape Town
REQUIREMENTS: A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 2 years managerial/supervisory experience. Must be in possession of a valid driver’s license. Knowledge: Knowledge of SCM Practices, processes and procedures. Preferential Procurement and financial legislation; Knowledge of BAS/LOGIS or similar transversal procurement systems and an electronic quotation system. Skills: Computer literacy in MS
Word, Excel, Access and Outlook (or similar email tool); Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills.

**DUTIES**: Manage the process of evaluation of bids, Ensure all offers and, where applicable, samples are evaluated in terms of the advertised specifications, bid requirements and evaluation criteria. Ensure the safe keeping of samples and bid documentation. Ensure all evaluators apply relevant prescripts as contained in the Accounting Officer’s System (AOS), Treasury Instructions, Treasury Regulations, Practice Notes. Submit bid recommendations to the Evaluation Committee. Ensure requisite compliance checks are done. Utilisation of appropriate databases, i.e. WCSEB, CSD as well as National Treasury databases, i.e. register of tender defaulters and list of restricted suppliers. Ensure that capability and ability checks are conducted for recommended bidders. Ensure that bidder’s declaration of interest and B-BBEE status’ are verified. Consult with end-users and stakeholders. Quality control memoranda compiled for submission to the Quotation, Evaluation and Bid Committees to the delegated officials in respect of awards, cancellations, rejections of RFQs/bids. Ensure that unsuccessful and non-compliant bidders are informed of reasons for being unsuccessful or non-compliant. Ensure that contract forms are compiled for all awards. Ensure compilation of letters of acceptance and Service Level Agreements. Ensure that payment schedules are compiled. Ensure the advertisement of the award of bids in the Government Tender Bulletin (GTB) and eTenders Portal. Ensure that procurement statistics are submitted to the relevant component. Ensure that monthly commitments are submitted to the relevant component. Implement audit recommendations. Manage the process of ordering. Ascertain whether prices are correct and conduct price queries and price confirmations with bidders, in writing. Ensure adjustment of service/quantities. Ensure that data is checked against requisitions and approve Procurement Advices. Ensure that orders are generated on LOGIS and that all procurement packages are duly completed. Member of specific SCM committees. Supervision of staff. Motivate and reward staff for performance. Institute disciplinary procedures and sanctioning of malperformance. Training and development of staff. Ensure staff morale is on an acceptable level. Ensure deadlines are met and that work meets set standards. Maintain various registers within the environment. Deal with enquiries from suppliers and end-users.

**ENQUIRIES**: Ms L Schaffers Tel No: (021) 467 2771

**CLOSING DATE**: 21 February 2020

**DEPARTMENT OF HEALTH**

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

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

**OTHER POSTS**

**POST 05/291**: CHIEF ENGINEER: GRADE A (MECHANICAL)
Head Office, Cape Town

**SALARY**: R1 042 827 per annum

**CENTRE**: Directorate: Infrastructure Planning

**REQUIREMENTS**: Minimum educational qualification: Engineering degree (B Eng/BSC (Eng) (Mechanical). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (Mechanical). Experience: Six years post qualification experience required after registration as a Professional Engineer (Mechanical). Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to
travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
(key result areas/outputs): Development, interpretation and customisation of functional and technical norms and standards related to mechanical elements. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES:
Ms M van Leeuwen, Tel. No: (021) 483-5084

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:
28 February 2020

POST 05/292:
DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)
(PAEDIATRICS AND OBSTETRICS AND GYNAECOLOGY)

SALARY:
R843 618 per annum (PN-A8)

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational qualification: Basic R425 qualification (i.e Degree/diploma in nursing) 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. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to be on call and availability for Emergency situations. Competencies (knowledge/skills): Strategic nursing leadership, knowledge, ability to plan and apply management processes for required outcomes. Clinical governance, knowledge of quality assurance, infection control and occupational health and safety issues. Corporate governance, knowledge of Human Resource Management. Ability to communicate verbally and in writing in at least two of the three official languages of the Western Cape and the ability to work on MS packages (Word, Excel and PowerPoint).

DUTIES:
(key result areas/outputs): Provide strategic management and leadership within the nursing management and function as part of the Nursing executive management team of the hospital. Clinical Governance, manage quality improvement of nursing care. Manage financial resources, assets and consumable resources for the designated areas. Manager Human Resources in the relevant designated areas. Manage Nursing research and both professional and nursing practice development. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective care.

ENQUIRIES:
Ms F Martinus, 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: 28 February 2020

POST 05/293: DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS, DIVERSITY AND DISABILITY
Head Office, Cape Town

SALARY: R733 257 per annum

CENTRE: Directorate: People Practices and Administration

REQUIREMENTS:

DUTIES:
(key result areas/outputs): Manage and ensure the implementation of Employee Health and Wellness, SHERQ, diversity and disability Management. Manage Policy Development, Implementation and input in line with DPSA strategic framework and relevant legislation. Manage Service level Agreements, between the Department and the Service providers as well as contract management. Provide advice and support to Districts/Institution as well as training. Responsible for Reporting and Monitoring and Evaluation with regards to various programmes and components. Manage the Financial and Administrative Functions as well as Supervision of sub directorate Employee Health and Wellness.

ENQUIRIES: Ms B Arries, Tel. No: (021) 483-3373
APPLICANTS: 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: 28 February 2020

POST 05/294: ASSISTANT MANAGER NURSING (SPECIALITY: MIDWIFERY AND NEONATOLOGY/CHILD NURSING)
Chief Directorate: Rural Health Services

SALARY: R614 991 per annum (PN-A7)

CENTRE: George 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science/Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation.
and human resource and financial policies. Computer literacy (Microsoft Office).

**DUTIES**

(key result areas/outputs): Quality patient care supported through professional, technical and management support. Leadership and guidance towards realisation of strategic goals and objectives. Efficient human resources in all components. Resources utilised according to directives and legislation. Management of information systems to enhance service delivery.

**ENQUIRIES**

Ms J Ehlers, Tel. No: (044) 802-4356/7

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.

**CLOSING DATE**

28 February 2020

**POST 05/295**

ASSISTANT MANAGER NURSING (SPECIALITY: TRAUMA AND EMERGENCY/INTENSIVE CARE UNIT/ OPERATING THEATRE)

Rural Health Services

**SALARY**

R614 991 per annum (PN-A7)

**CENTRE**

George 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. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General/Child or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to work shifts, weekends, public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office).

(key result areas/outputs): Quality patient care supported through professional, technical and management support. Leadership and guidance towards realisation of strategic goals and objectives. Efficient human resources in all components. Resources utilised according to directives and legislation. Management of information systems to enhance service delivery.

**ENQUIRIES**

Ms J Ehlers, Tel. No: (044) 802-4356/7

**APPLICATIONS**

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

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.

**CLOSING DATE**

28 February 2020

**POST 05/296**

CLINICAL PROGRAMME CO-ORDINATOR GRADE 1

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 (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with 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. Competencies (knowledge/skills): Computer literacy (MS Word, PowerPoint and Excel). Skills in the preparation of reports. Ability to analyse Health System Information. Good communication and interpersonal skills. Communication in at least two of the three official languages of the Western Cape. Experience in the provision of HIV/AIDS services. Experience in NIMART or willingness to undergo NIMART training immediately.

**DUTIES**

(key result areas/outputs): Overseer the introduction of a PMTCT “improvement package” at New Somerset Hospital and recommend system improvements. Implement Standard Operating Procedures for: bookings, antenatal follow-up, care and drug delivery in partum. Improve clinical record keeping, data collection and information flow of PMTCT activities. 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. Policy implementation and quality improvement initiatives in general Antenatal care as well as in Labour wards. 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.

**ENQUIRIES**

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

**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**

28 February 2020

**POST 05/297**

ASSISTANT DIRECTOR: FINANCE

West Coast Distric

**SALARY**

R376 596 per annum

**CENTRE**

West Coast District Office, Malmesbury

**REQUIREMENTS**

Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in BAS/LOGIS/Financial/Accounting environment. Inherent requirement of the job: Valid Code B/EB driver’s licence and willingness to travel. Competencies (knowledge/skills): Thorough knowledge of relevant financial prescripts, departmental policies and procedures including Accrual accounting. Computer literacy in Microsoft Office applications (Word, Excel and Power Point). Ability to compile, interpret and analyse reports. Ability to work independently and be part of a team. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.

**DUTIES**

(key result areas/outputs): Monitor, control and report on expenditure, income and budget of finance, supply chain management and performance information. Manage the Human Resource Management functions of personnel in the division. Manage budget allocation of the District and monitor expenditure and revenue. Manage processes to ensure compliance to finance policies, the PFMA and regulations as well as Treasury Instructions to achieve quality Corporate Governance. Control and analyse monthly AFS Disclosure Reporting.

**ENQUIRIES**

Mr R Layman, Tel. No: (022) 487-9212

**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**

28 February 2020
POST 05/298 : ASSISTANT DIRECTOR: FINANCE/SUPPLY CHAIN MANAGEMENT
Chief Directorate: Rural Health Services

SALARY : R376 596 per annum
CENTRE : George Regional Hospital

DUTIES : (key result areas/outputs): Manage overall performance of Finance and Supply Chain Management. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient corporate governance. Analyse, interpret and report on relevant financial and performance data on Finance and SCM for various FBUs, including management. Accurate and timeous preparation of reports and compilation of Annual and Interim Financial statements. Monitor overall hospital budget and expenditure patterns and projections. Manage all People Management related functions within the component.

ENQUIRIES : Ms S Janki, Tel. No: (044) 802-4365
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
CLOSING DATE : 28 February 2020

POST 05/299 : RADIOGRAPHER GRADE 1 TO 3 (RADIATION ONCOLOGY) (5/8TH)

SALARY : Grade 1: R247 314 per annum
          Grade 2: R291 324 per annum
          Grade 3: R343 167 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer in Radiation Oncology. Registration with a professional council: Registration with the HPCSA as a Radiographer in Radiation Oncology. Experience: Grade 1: None after registration with the HPSCA in Radiographer (Oncology). Grade 2: 10 year’s appropriate experience after registration with HPCSA in Radiography (Oncology). Grade 3: 20 year’s appropriate experience after registration with HPCSA in Radiography (Oncology). Inherent requirement of the job: Willingness to work after-hours and shifts. Competencies (knowledge/skills): Render administrative and information support to Unit Manager. Ability to treat patients and other staff with patience and empathy.

DUTIES : (key result areas/outputs): Radiotherapy treatment and planning according to clinician’s instructions. Perform quality assurance procedures. Keep accurate records. Participate in continuing professional development and training. Perform effectively as part of a multidisciplinary team. Display an interest in and an aptitude for Graphical Planning. Knowledge and Implementation of new planning and treatment techniques advantageous. Treat patients and other staff with patience and empathy. Clinical training of students.

ENQUIRIES : Ms J Meaker, Tel. No: (021) 938-4177
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 whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)

CLOSING DATE: 28 February 2020

POST 05/300: ADMINISTRATION CLERK: WARDS
Chief Directorate: Rural Health Services

SALARY: R173 703 per annum

CENTRE: George Regional Hospital

REQUIREMENTS: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in a Hospital environment. Inherent requirements of the job: Willingness to work flexi-time/shifts. Relieve other ward clerks. Competencies (knowledge/skills): Computer literacy MS Office (including Word, Excel, PowerPoint and Outlook). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES: (key result areas/outputs): Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing unit. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager re patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and complete files and UPFS and other electronic documentation. Perform such administrative tasks and relief as may be delegated by the staff and Health team, also in other departments.

ENQUIRIES: Ms J Ehlers, Tel. No: (044) 802-4356/7

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

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

CLOSING DATE: 28 February 2020

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

CLOSING DATE: 24 February 2020

NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within
10 weeks from close of advert please consider your application unsuccessful. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

MANAGEMENT ECHELON

POST 05/301

DIRECTOR: DEPARTMENTAL PERFORMANCE MonitorING AND EVALUATION REF NO: TPW 33/2020

SALARY

R1 057 320 per annum (level 13). (All–inclusive salary package) The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS

A relevant undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA; A minimum of 5 years' experience middle/senior management experience; and a valid driver's licence, or alternative mode of transport for people with disabilities. Competencies: Knowledge of monitoring and evaluation concepts and principles; Knowledge of monitoring and evaluation systems; Knowledge of monitoring and evaluation methods, tools and techniques; Knowledge of project risk management process and early warning systems; Knowledge of follow-up procedures and techniques; Knowledge of techniques and procedures for assessing implementation; Knowledge of logical framework analysis; Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Proven knowledge and understanding of program and project management; Proven knowledge and understanding of procurement and tendering processes; Proven knowledge and understanding of development, strategy management and strategy monitoring and review processes; Proven knowledge and understanding of modern systems of governance and administration; Proven knowledge and understanding of public service procedures, processes and systems; Proven knowledge and understanding of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Proven knowledge and understanding of Constitutional, legal and institutional arrangements governing the South African public sector; Proven knowledge and understanding of public finance, human resources and discourse management processes; Proven knowledge and understanding of the Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives and collective agreements; Proven knowledge and understanding of the functioning of the Province and activities of sister departments; Proven knowledge and understanding of the policies of the government of the day; Basic knowledge and understanding of Labour Relations legislation and regulations; Proven knowledge and understanding of the Staff Performance Management System and PERMIS 4; Proven knowledge and understanding of the Performance Management and Development System for SMS members. Skills: Numeracy/Literacy/Driving/Computer Literacy/Language skills/Project Management/Accounting Finance and Audit/Information Technology/Training/Report Writing/ Change Management/Strategic Management/Time Management/Knowledge Management/Service Delivery Innovation /Problem solving and analysis/Client Orientation and Customer Focus/Communication.

DUTIES

Line Management: Champion the entrenchment of performance monitoring, evaluation and reporting in the normal management process of the Department’s line and staff function; Proactively facilitate organisational performance monitoring and reporting as per departmental strategic and annual performance plans; Proactively facilitate programme and project
performance monitoring and reporting as per provincial strategic objectives and other requirements; Coordinate policy and strategy impact assessments in conjunction with line functionaries; Strategic Management: Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the Department’s and Directorate’s strategic planning process; Active involvement in the development and management of the strategic and business plans for the Directorate; Evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objective and standards; Report to the Chief Director on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it; People Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure achievement of the Directorate’s Business Plan; Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Directorate; Monitor information capacity building within the Directorate; Active involvement in the compilation of the people management plan, a service delivery improvement programme, and an information resources plan for the Directorate; Promote sound employee relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; Financial Management: Actively participate in the budgeting process at Directorate level; Preparing of the Annual and Adjustment Budgets for the Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are in adhered to in respect of purchases for the Directorate’s finance; Report to the Chief Director on all aspects of the Directorate’s finances; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensure that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribe norms and standards.

ENQUIRIES: Mr R Maharaj Tel No: (021) 483-4123