

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT EDUCATION (WCED)**

- 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.
- CLOSING DATE** : 03 April 2020
- 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.

MANAGEMENT ECHELON

- POST 11/163** : **DISTRICT DIRECTOR REF NO: 137**
Branch: Education District Office - Eden & Central Karoo
- SALARY** : R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual's personal needs).
- CENTRE** : George
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least five years' experience at a middle/senior managerial level within an educational environment. Recommendation: A successful track record as a Principal of a well-performing school will be a recommendation. Additional Requirements: Proven relevant management experience in an education environment valid drivers' licence advanced knowledge of the South African Schools Act Knowledge of all legislation as related to the Key Performance Areas applicable to districts proven excellence in management of district support and/or school management.
- DUTIES** : Lead and manage the following sub-components within the district office: Corporate services: Financial Management, Compliance Management and People Management. Circuit Managers, Management and governance, Curriculum: FET, Senior and Intermediate and Foundation Phases. Learner Support: Psychological support services, Social Work and Therapists; Develop, implement and maintain a plan of district improvement. Champion the improvement of quality educational delivery in all schools in the district. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS), Manage operational interfaces with Head Office components and external agencies; Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant Financial administration and management and Infrastructure management Travel extensively within the district to visit schools.
- ENQUIRES** : Mr HA Lewis, Tel No: (021) 467 2105
- POST 11/164** : **DIRECTOR: CAPE TEACHING & LEADERSHIP INSTITUTE REF NO: 138**
Branch: Cape Teaching & Leadership Institute
- SALARY** : R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual's personal needs).
- CENTRE** : Kuilsriver
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level, valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Valid driver's licence. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related

to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.

<u>DUTIES</u>	:	Design learning and development programmes Provide curriculum and research development services - Consult research to guide develop and roll-out of blended programmes (e-learning, e-teaching and face-to-face). Develop learning and development programmes - Support the WCED overall vision, including e-vision through needs responsive teacher professional development initiatives and programmes. Advocate and support the preparation of teachers to embrace the WCED e-vision strategy in collaboration with relevant units and partners. Coordinate differentiated professional development programmes that will address the need of teachers at different levels of ICT integration part of their pedagogy in all schools. Implement systems to identify and meet training and development needs and impact of interventions - Reflect, monitor and evaluate provincial strategies and related TPD data. Using the formal and informal analysis of the curriculum outcomes to identify the specific needs for curriculum professional development involving all phases including ECD/GET/FET. Assess training and development programmes. Liaise with HEIs regarding development programmes - Collaborate regarding suitable teacher development programmes empowering new and practicing teachers. Market the CTLI. Deliver learning and development programmes: Facilitate and coordinate functional training interventions. Facilitate and coordinate school management training - Support and contribute to the School management and leadership programmes. Facilitate and coordinate induction and orientation programmes for Teachers - Facilitate and expand on the mentorship and induction practices at school level. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme. Provide curriculum research development services. Manage awards and excellence programmes. Provide an education library and information service: Coordinate enhancement services to libraries. Coordinate the technical support for virtual learning and physical library services. Manage and coordinate the logistics administrative support and library server support of library services. Manage the improvement of teacher qualifications and competencies: Facilitate formal continuous Professional Teacher Development towards qualification and school-based improvement. Custodian for the Teacher Development Strategy. Implementation of future focused policy considerations. Observe and be sensitive for the processing of teachers continued needs in the classroom. Secure the infusion of ICT in the presentation of all programmes to serve as norm for teachers to implement in their classrooms and the pedagogy of subjects. Identify and coordinate professional development programmes for different group of teachers on the development spectrum. Manage the implementation and maintenance of the Continuous Professional Teacher Development System. Observe and monitor the impact of practical teaching on the preparedness of new teachers during their final year of initial teaching. Manage the NTA and other teaching awards systems. Coordinate PTEDC activities in the province. Render support services: Render financial services. Render facility management services - secure a well - functioning support and corporate services for the institute to ensure all the functional operation of facilities, venues and hostels against a high standard of effectiveness and tasteful neatness. Render course administration. Render general support services.
<u>ENQUIRES</u>	:	Ms H Mahomed, Tel No: (021) 467 2368
<u>POST 11/165</u>	:	<u>DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 139</u> Branch: Management Accounting
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) all-inclusive salary package (A portion of the package can be structure according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Cape Town An undergraduate qualification (NQF level 7) as recognised by SAQA. At least five years' experience at a middle/senior managerial level. A valid driver's licence. Additional requirements: B. (Hons) Degree or equivalent qualification in Accounting, Commerce with Accounting or Management Accounting as a major (NQF level 8) would be an advantage
<u>DUTIES</u>	:	Manage a R25 billion budget under the supervision of the Chief Director: Financial Management and the Chief Financial Officer. Develop, implement,

monitor and review the planning and budgeting and management reporting systems in respect of policies, procedures and processes. Contribute to the preparation of the departmental strategic and annual performance plans with particular reference to financial data, analysis and advice. Assist with, review and refine departmental spending estimates and prepare the departmental budget proposals. Consolidate and prepare the final draft budget for submission to treasury. Manage and submit annual cash flow plans and reports as required. Monitor budget implementation progress and identify all variances against the budget. Prepare monthly and quarterly expenditure and revenue reports as required and make recommendations to address significant variances. Prepare the inputs required for the Quarterly and Annual Financial Statements with supporting working papers. Manage the virement and roll-over processes and assess the impact on service delivery targets. Analyse and interpret data in order to provide management information for decision-making. Manage the evaluation of proposed business plans and capital projects, including the costing, assumptions, risks, sustainability and value for money. Provide management accounting support to the department in respect of planning, budgeting, reporting, relevant legislation, policies, processes and the implementation thereof. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department.

ENQUIRES : Ms E Veldman, Tel No: (021) 467 2543

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 11/166 : **MEDICAL SPECIALIST GRADE 1 TO 3 (FORENSIC PATHOLOGY SERVICE) (2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individuals' personal needs)

CENTRE REQUIREMENTS : Forensic Pathology Services
Minimum educational qualification: Appropriate qualifications that allow registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Forensic Pathology. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employee) as Medical Specialist in Forensic Pathology. **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 foreign qualified employee) as Medical Specialist in Forensic Pathology. Inherent requirement of the job: Overnight and weekend calls with availability at the call centre within 30 minute of the call being logged, offer professional consultation with relevant stakeholders and to provide judicial testimony. Valid driver's licence. Willingness to work after-hours and standby duties. Competencies (knowledge/skills): Ability to be methodical, detail orientated, uphold high standards and be able to work under pressure and meet deadlines. Ability to communicate clearly and discreetly in person and in writing in at least two of the three official languages of the Western Cape. Ability to interpret and apply policies and have good communication, interpersonal relationship, development and teaching skills. Computer literacy, off-road skill, body retrieval skills from "unusual" sites" and photographic skills.

- DUTIES** : (key result areas/outputs): Assist with teaching and training programs related to under- and postgraduate students, as well as Forensic Pathology personnel and other participating stakeholders. Assistance of the Head of Division in rendering a sound Forensic Pathology Service by active participation in the routine execution of clinical duties in the department with support to regional stakeholders. Participate in the identification process of unknown victims, inclusive of but not limited to relevant consultation processes. Participation in death review programmes, in stakeholder interactive programs and in academic programs affiliated to associated tertiary institution(s).
- ENQUIRIES** : Prof JJ Dempers, Tel. No: (021) 931-8043
- APPLICATION** : 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. Duties will be mainly Tygerberg based but will, as indicated by needs in the province, include service delivery to the entire geographical area with autopsy facilities available in the Metro as well as the rural drainage areas of the Metro facilities. 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** : 3 April 2020
- POST 11/167** : **DEPUTY DIRECTOR: PEOPLE AND FACILITY MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY** : R733 257 per annum (A portion of the package can be structured according to the individuals' personal needs)
- CENTRE** : Mowbray Maternity Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree in Management or related field. Experience: Appropriate experience in Human Resource Management and exposure to Facility Management and Support Services Management in a Hospital setting (Private or Public Sector will be considered). Appropriate Management and supervisory experience. Experience in Contract Management and Performance Management of Outsourced Services. Inherent requirement of the job: Valid driver's licence. Competencies (knowledge/skills): Ability to analyse and use data for problem-solving and decision-making. Ability to lead, innovate and drive change through the use of strong interpersonal skills, planning ability, strategy development, systems thinking and the use of quality improvement frameworks. Ability to work in a team and meet deadlines. Excellent knowledge and experience in the implementation of People Management policies, procedures and practices pertaining to People Management, People Development and Labour Relations. Excellent organisational skills with a proven track record in the management of Human Resource Management, Facility Management and Support Services. Knowledge in managing all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. High level of computer literacy (Microsoft Office package). The ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Ensure effective and efficient management and implementation of all aspects of People Management, including People Development and Labour Relations. Management of all aspects of Infrastructure and Estate Management from conducting Risk Assessments and Disaster Management, to the development of Business Plans to Project Management and the delivery of Infrastructure Projects. Provide strategic management and leadership as member of the Executive Committee Team and participate in executive management decision-making and planning. Strategic, operational and financial management of all Support Services including: Waste Management, Linen, Transport, Porters, Telecommunications, Residence and Outsourced Services (Catering, Cleaning,

		Security, Waste Removal and Pest Control) ensuring compliance with the applicable legislative frameworks. Strategic, operational and financial management of Technical Services, Facility Maintenance and Capital Infrastructure Projects.
<u>ENQUIRIES APPLICATION</u>	:	Ms JC Joemat, Tel. No: (021) 659- 5544
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	3 April 2020
<u>POST 11/168</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS</u> Head Office, Cape Town
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individuals' personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Labour Relations Minimum educational qualification: An appropriate 3 year Degree/Diploma in Public Management, Labour Relations or Human Resource Management. Experience: Extensive experience in the management and handling of all misconduct matters, grievances, initiating and chairing of disciplinary hearings and firsthand experience in conflict management at various levels. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): In depth knowledge and understanding of all relevant labour legislations related to misconduct matters. Knowledge of all relevant collective agreements regulating the management of misconduct matters and grievances within the public sector. Initiating and chairing of disciplinary hearings. Conflict management skills. Excellent communication and written skills. Promote sound relations with all stakeholders, including organised labour. Computer literacy skills and presentation skills. Knowledge in managing of staff. Knowledge in research methodology coupled with very good analytical skills.
<u>DUTIES</u>	:	(key result areas/outputs: Management and facilitate the mandated resolution of all individual and collective grievances within the stipulated timeframes. Manage all formal and mandated misconduct processes and procedures to ensure fairness, consistency and policy compliance. Provide capacity building regarding all labour relations matters accordance to the workplace skills plan. Provide various accurate statistical reports to internal and external stakeholders on a monthly basis and within stipulated timeframes. Manage strike/protest/picket within the department. Effective management of staff.
<u>ENQUIRIES APPLICATION</u>	:	Mr RJ Roman Tel. No: (021) 483-5089
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	17 April 2020
<u>POST 11/169</u>	:	<u>FACILITY MANAGER PHC</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Khayelitsha Community Health Centre Minimum requirement: Minimum educational qualification: Appropriate Health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a health-related NGO, private organisation or the state sector. Appropriate experience in facility/program management and health technology. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after hours, weekends and do standby as required. Competencies (knowledge/skills): Proven leadership and management abilities. Knowledge of Public Health Sector legislation, policies and systems. Excellent service co-ordination, Decision- making, problem-solving, interpersonal and people management skills. Quality Assurance and Risk Management. Knowledge of and the ability to do strategic planning.
<u>DUTIES</u>	:	(key result areas/outputs): Leadership and operational management of a Community Health Centre and related services in the geographic drainage area. Implementation of the prescribed comprehensive package of services. Service coordination and management of the burden of disease in the geographic drainage area. Strategic, operational planning, implementation of

operational plans and quality assurance programmes. Sound Financial Management, Supply Chain Management, People Management and Labour Relations. Plan and co-ordinate the provision of support service systems that will enhance service delivery and quality of care. Ensure community participation in strategic and operational planning processes. Ensure effective information management, and implement a monitoring and evaluation system. Community engagement. Effectively manage the interphase between the statutory community structures. The intersectoral stakeholders and relevant national and international health agencies.

ENQUIRIES : Ms C Steyn, Tel. No: (021) 360-4713
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 : 3 April 2020

POST 11/170 : **ASSISTANT MANAGER NURSING (SPECIALTY) AREA: GENERAL AND SPECIALTY PAEDIATRIC AREAS AND OPD)**

SALARY : R614 991 per annum (PN-B4)
CENTRE : Red Cross War Memorial Children`s 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 a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science or Medical and Surgical Nursing Science: Oncology or Child Nursing Science or Medical and Surgical Nursing Science: Orthopaedic Nursing or Medical and Surgical Nursing Science: Ophthalmological Nursing. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the 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. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable Paediatric Nursing experience.

DUTIES : (key result areas/outputs): Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division, Institution, and Department of Health.

ENQUIRIES : Ms M Franken, Tel. No: (021) 658-5187
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 : 17 April 2020

POST 11/171 : **CLINICAL PROGRAMME COORDINATOR: GRADE 1 (CLINICAL NURSE TRAINING)**
 Chief Directorate: Rural Health Services

SALARY : R444 276 per annum
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 a 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 the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of procedures relating to nursing education, training, basic and post-basic nursing and good understanding of nursing code of ethics and professional practice of the SANC. Critical thinking and ability to analyse systems and to prepare reports. Computer literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : (key result areas/outputs: Coordinate the development and implementation of induction/orientation programmes for nursing personnel. Coordinate the development of learning opportunities for all nursing personnel. Manage and administer the implementation of the informal nurse training programmes and assist with formal clinical training programmes. Manage the clinical accompaniment/ mentorship programmes within the Nursing component.

ENQUIRIES : Ms J Ehlers, Tel .No: (044) 802 4356/7
APPLICATION : 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 : 3 April 2020

POST 11/172 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: SURGERY)**
 Chief Directorate: Rural Health Services

SALARY : R444 276 per annum (PN-A5)
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 a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. 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): Plan, manage, co-ordinate and maintain an optimal quality Nursing Service as an Operational Manager in a surgical setting. Participative management and utilisation of physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing and other stakeholders (multi-disciplinary team work). Deliver a support service to the Nursing Service and the institution. Maintain and promote ethical standards and the core values of the department.

ENQUIRIES : Ms J Ehlers, Tel .No: (044) 802-4356/7
APPLICATION : 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 : 3 April 2020

POST 11/173 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH)**
Western Cape College of Nursing

SALARY : Grade 1: R 383 226 per annum (PN-B1)
Grade 2: R 471 333 per annum (PN-B2)

CENTRE REQUIREMENTS : Western Cape College of Nursing
Minimum requirement: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and proof of annual registration with the SANC. 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 the specific specialty after obtaining the 1 year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Willingness to travel to all campuses. Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.

DUTIES : (key result areas/outputs): Provide occupational/ student health services and refer to appropriate level of care where necessary. Coordinate and maintain occupational health services across WCCN campuses. Provide advisory services on OHS and IPC matters. Coordinate health promotion and wellness initiatives. Conduct occupational health risk assessments and develop improvement plan in collaboration with the management team. Ensure legal compliance with the OHS policy, OHS Act and related statutes. Management of Occupational/Student health clinic.

ENQUIRIES APPLICATIONS : Dr T Mabuda, Tel. No: (021) 684-1202
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 17 April 2020

POST 11/174 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**

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

CENTRE REQUIREMENTS : Groote Schuur Hospital, Observatory
Minimum requirement: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Perform standby duties and work overtime when required. Competencies (knowledge/skills): Conversance with the Machinery and Occupational Health and Safety Act. Computer literacy. Proficiency in at least two of the three official

languages of the Western Cape. Learn and comply with in-house systems and procedures. High tension knowledge will serve as a strong advantage.

DUTIES : (key result areas/outputs): Check, maintain, install and repair hospital electrical equipment. Attend to emergency electrical failures or problems. Supervise work schedule for the division and assist in supervising and training of staff. Responsible for the necessary administrative functions of the workshop. Render assistance to Artisan Foreman with regard to all functions (including administrative work) of the division and give feedback to supervisor on service and maintenance issues. Exercise control over tools and materials.

ENQUIRIES : Mr K Mgcodo/Mr C Wakefield, Tel. No: (021) 404-6251/6210

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 : 3 April 2020

POST 11/175 : **CLEANER (6 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Du Noon CHC (1 post)
Vanguard CHC (3 posts)
Retreat CHC (1 post)
Kensington CDC (1 post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Required to work shifts (weekends, public holidays, day/night duties and rotate in different departments according to operational needs and requirements). Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.

DUTIES : (key result areas/outputs): General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean. windows/walls/equipment/machinery, refuse removal, sorting and provision of hospital linen). Effective utilisation and storage of cleaning material and equipment, stock control, and replenishing of stock in departments. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Housekeeper and colleagues.

ENQUIRIES : Du Noon CHC: Ms T Petshwa, Tel. No: (021) 200-4500, Vanguard CHC: Mr B Yako, Tel. No: (021) 695-8202, Retreat CHC: Ms C Coetzee, Tel. No: (021) 713-9809, Kensington CDC: Ms C Priem, Tel. No: (021) 593-1150

APPLICATIONS : The Director: Metro Health Services, Southern/Western sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux

NOTE : No payment of any kind is required when applying for this post. Interview invitation subject to outcome of a Pre-test (assessment).

CLOSING DATE : 17 April 2020

**SOUTH AFRICAN POLICE SERVICE
(WESTERN CAPE)**

APPLICATIONS : Complete application forms must be hand-delivered or posted to: The Recruitment Centre, Customs House Building, Lower Heerengracht Street, Cape Town, 8000, faxed or emailed applications will not be accepted.

CLOSING DATE : 06 April 2020

NOTE : Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, service certificates of

previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license. The copies must be correctly certified on the copy itself, not at the back. The certification must not be older than three months. Qualifications and driver's licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointments will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment. Reference checking will be conducted on all short listed applicants. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after the advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POSTS

POST 11/176

GENERAL WORKER

SALARY CENTRE

- : R102 534 per annum (level 2)
- : Albertinia Ref No: WC 01/02/2020
- : Ashton Ref No: WC02/02/2020
- : Bellville South Ref No: WC03/02/2020 (2 Posts)
- : Brackenfell Ref No: WC04/02/2020
- : Clanwilliam Ref No: WC05/02/2020 (2 Posts)
- : Cloetesville Ref No: WC 06/02/2020
- : Conville Ref No: WC07/02/2020
- : De Rust Ref No: WC 08/02/2020
- : Elands Bay Ref No: WC 09/02/2020
- : Gans Bay Ref No: WC 10/02/2020
- : Groot-Drakenstein Ref No: WC11/02/2020
- : Kensington Ref No: WC12/02/2020
- : Klappmuts Ref No: WC13/02/2020
- : Kraaifontein Ref No: WC14/02/2020
- : KwaNokuthula Ref No: WC15/02/2020
- : KwaNonqaba Ref No: WC16/02/2020
- : Langa Ref No: WC 17/02/2020
- : Lentegeur Ref No: WC 18/02/2020
- : Lwandle Ref No: WC 19/02/2020
- : Maitland Ref No: WC 20/02/2020
- : Manenberg Ref No: WC 21/02/2020
- : Mitchell's plain Ref No: WC22/02/2020
- : Montagu Ref No: WC 23/02/2020
- : Ocean View Ref No: WC 24/02/2020
- : Paarl Ref No: WC 25/02/2020
- : Philippi Ref No: WC 26/02/2020
- : Pinelands Ref No: WC 27/02/2020
- : Riversdale Ref No: WC 28/02/2020
- : Still Bay Ref No: WC 29/02/2020
- : Strand Ref No: WC 30/02/2020
- : Table Bay Harbour Ref No: WC 31/02/2020
- : Vredenburg Ref No: WC 32/02/2020

REQUIREMENTS

- : Applicants must display competency in the post-specific functions of the post; be a South African Citizen A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. Willing to work extended hours when necessary. Fluency in at least two official languages, of which one must be English. Must have no previous convictions

or cases pending Applicants will be subjected to a vetting process which will include security screening and fingerprint verification Be willing to work irregular hours.

DUTIES

: Maintaining of a high level of hygiene in and around the workplace with the cleaning of the SAPS premises assigned to, which may include either or both inner and outer parameters Performing tasks of a routine nature, such as dusting the environment Polish furniture and floors Vacuum carpets and mopping of tile floors Remove refuse Perform maintenance tasks in and around the assigned premises Clean bathrooms and kitchens Safekeeping and handling of a variety of Aids in the cleaning of the premises Loading and unloading of goods Garden maintenance services Washing and cleaning of state vehicles, kitchenware and utensils.

ENQUIRIES

: can be directed to The Recruitment Centre SAPS: at Tel No: (021) 409 6580/6588/6585/6591/6592/6593/6584