

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

CLOSING DATE : 07 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following posts is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

OTHER POSTS

POST 20/214 : **SCIENTIST (PRODUCTION LEVEL): NUTRITION AND PRODUCT QUALITY AND/OR BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO. AGR 38/2019 R2 (X2 POSTS)**

SALARY : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
 Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
 Grade C: R797 670 - R939 621 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Agriculture, Western Cape Government
 : An appropriate Science degree BSc (Hons) or a 4-year BSc degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist in Animal Science or Agricultural Science; A minimum of 3 years post qualification animal science research experience; A valid code B driving licence. Recommendation: Active member of SASAS. Competencies: Working knowledge of the following: Small stock genetics and genomics; dairy and/or beef production in intensive and extensive systems; understanding of animal management and nutrition in the mentioned species; Knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Presentation skills; Mentoring; Creating a high performance culture; Planning and organising; Conflict Management; Change Management; Problem solving and analysis.

DUTIES : Develop and implement methodologies, policies, systems and procedures; To perform scientific analysis and regulatory functions; Research and development; Human capital development.

ENQUIRIES APPLICATIONS : Dr C De Brouwer at Tel No: (021) 808 5220
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/215 : **PROJECT COORDINATOR: RURAL DEVELOPMENT: FARM WORKER DEVELOPMENT, REF NO. AGR 31/2020**

SALARY : R376 596 per annum (Level 9)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An Appropriate 4-year Business/Public Administration degree; A minimum of 5 years' experience in stakeholder liaison and project planning, management and coordination; A Valid Code B driving licence. Competencies: Knowledge of the following: PFMA, SCM prescripts and financial record keeping processes; Proven computer literacy (MS Office); Communication (written and verbal), leadership and presentation skills; Data Management, collection and processing of data; Problem solving (Research skills); Time management and

<u>DUTIES</u>	: ability to work under pressure (project management practices); Ability to deal with a diverse spectrum of stakeholders within the sector: Networking skills. : Coordinate all administrative functions for all Rural Development (RD) projects and ensure that sound systems are developed, implemented, maintained and constantly improved in support of comprehensive record keeping, information sharing, tracking and reporting on all RD projects inclusive of tracking, monitoring and dissemination of information on all rural safety matters as reported to the Department; Facilitate and drive all administrative and financial associated aspects involving budget project projections, cash-flow in line with business plans inclusive of liaison with safety structures in the province and; Coordinate all RD inputs on behalf of the WCDoA to the BizProjects facility inclusive of inputs to eg. provincial dashboard platform or data platform for rural safety, for sign-off by the host of such a platform; Provide the following: Strategic support in collation, analysis, consolidation of information related to RD funded projects or other broader stakeholder projects, bringing effect to an integrated RD approach: Specific support to senior management in preparing plans, presentations, reports or publications on specific content which may be project focused or of a broader nature including reports on rural safety matters and support to the IMC (Inter-ministerial Committee and Technical Rural Safety Committee); Support to the office of the CD by preparing inputs related to the Annual Performance Plan Quarterly Reports (indicator schedule, QPR and consolidated narrative reports), Annual reports, Ministerial enquiries, Parliamentary Questions , questions on rural safety and Internal Control Queries; Effective project planning, project management and stakeholder liaison, communication and coordination.
<u>ENQUIRIES APPLICATIONS</u>	: Mr D Chitepo at Tel No: (021) 808 5294 / 5362 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 20/216</u>	: <u>SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): BREEDING/REPRODUCTION/ANIMAL HOUSING AND WELFARE REF NO. AGR 75/2019 R1</u>
<u>SALARY</u>	: Grade A: R311 859- R332 799 per annum (as per OSD prescripts) : Grade B: R353 226 - R380 775 per annum (as per OSD prescripts) : Grade C: R402 045 - R473 574 per annum (as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	: Agriculture, Western Cape Government : A 3 year tertiary qualification (National Diploma/B-Degree) in Animal Science; Registration as a Certificated Natural Scientist with SACNASP (South African Council for Natural Scientific Professions) in Animal Science; 3 years post qualification relevant technical (scientific) experience in Animal research or an Animal management environment; A valid Code EB (or higher) driving licence. Recommendation: Registered with South African Society for Agricultural Technologists (SASAT); Experience in the management of Wool Sheep flocks and the recording of research data. Competencies: Knowledge of the following: Programme and project management; Scientific methodologies; Research and development; Computer aided scientific applications; Legal compliance; Financial management; Proven computer literacy; Planning and organising skills; Problem solving and analysis; Written and verbal communication skills.
<u>DUTIES</u>	: Develop and implement methodologies, policies, systems and procedures; Perform technical scientific functions and tasks that require interpretation in the presence of an established framework; Provide technical support and advice; Develop working relations with client base; Perform technical scientific analysis and regulatory functions; Preparation of data and routine interpretation; Research and development; Continuous professional development to keep up with new technologies and procedures; Human capital development; Mentor, train and develop candidate research technicians and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.
<u>ENQUIRIES APPLICATIONS</u>	: Dr A Scholtz at Tel No: (082) 900 2638 : Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 20/217 : **FARM AID: RTD-FARM SERVICES (OUDTSHOORN) REF NO: AGR 27/2020**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Competencies: Good understanding of the following: General farm work; Ostriches; Irrigation of Lucerne on land; Communication skills.

DUTIES : Perform general farm work: Planting, harvesting, irrigation, loading and offloading; Routine activities; Cleaning of facilities; General activities will entail animal production and researching.

ENQUIRIES : Mr S Engelbrecht at (044) 203 9408
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1)
Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to
Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to,
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 07 September 2020

POST 20/218 : **FARM AID: RTD-FARM SERVICES (WORCESTER VELD RESERVE) REF NO. AGR 28/2020 (X2 POSTS)**

SALARY : R102 534 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Ability to read and write (Grade 5)/ Adult Basic Education and Training (ABET 3). Recommendation: Experience in the following: Working in seed production; Performing general farm work. Competencies: A good understanding on how to perform farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems); General farm work; Ability to work independently, as well as part of a team; Handling of power tools and tractor implements; Communication skills.

DUTIES : Perform the following general activities: Crop production: Irrigation of crops; Soil cultivation and preparation; Livestock: Care for sick livestock; dipping, vaccination and dosing; Cleaning of facilities; Disposal of farm waste material; Maintain roads, fences, pipelines, canals, dams, drinking troughs, animal housing and buildings; Maintain windmills and the water supply system.

ENQUIRIES : Mr R Swart at Tel No: (021) 808 7809
APPLICATIONS : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to,
Attention: Western Cape Government Jobs, Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to
Attention: Western Cape Government Jobs, PO Box 60495, Table View, 7439, alternatively you may email your application to,
Attention: Western Cape Government Jobs, info@westerncapegov.com. Applications not submitted on or before the closing date as well as faxed copies will not be considered

NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

CLOSING DATE : 07 September 2020

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

CLOSING DATE : 07 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered. The following posts is being re-advertised. Applicants who previously applied must re-apply as your previous application will not be considered.

OTHER POSTS

POST 20/219 : **ASSISTANT DIRECTOR: SKILLS INCENTIVES, SKILLS DEVELOPMENT REF NO. DEDAT 15/2020 (X2 POSTS)**
12-Month Contract Period)

SALARY : R376 596 per annum, plus 37% in lieu of service benefits.
CENTRE : Economic Development and Tourism, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B Degree or higher qualification); A minimum of 3 years' administrative experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public Service procedures; People Management processes; Labour Relations; Problem solving, facilitation and presentation skills; Communication (written and verbal) skills; Policy analysis skills; Organising, conflict management and interpersonal skills; Analytical thinking; Financial and administrative skills; Ability to interpret and apply relevant policies and procedures.

DUTIES : Administer sources of skills funding; Coordinate and maintain partnerships between Western Cape Government and institutions for skills funding; Facilitate the implementation of available skills funding related to appropriate skills projects; Administer specific sector skills funding incentives from the various SETA's; Implement skills plans for priority sectors, economic partnerships stakeholders for skills funding (line functions); Administer internships and stipend payments.

ENQUIRIES : Mr N Joseph at Tel No: (021) 483 9011
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/220 : **ADMINISTRATION CLERK: SKILLS DEVELOPMENT AND INNOVATION, REF NO. DEDAT 16/2020 (X7 POSTS)**
12 Month Contract Period

SALARY : R173 703 per annum (Level 05), plus 37% in lieu of service benefits
CENTRE : Economic Development and Tourism, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Proficiency in excel (data capturing); Excellent filing and records keeping. Competencies: A good understanding of the following: Job knowledge; Interpersonal relations; Flexibility; Ability to work in a team and independently; Planning and organising; Proven computer literacy; Written and verbal communication skills.

DUTIES : Render general clerical support service; Provide supply chain clerical support services within the component; Provide personnel administration and clerical support service within the component, Provide financial administration support services in the component.

ENQUIRIES : Mr N Joseph at Tel No: (021) 483 9011
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF EDUCATION

CLOSING DATE : 07 September 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.

MANAGEMENT ECHELON

POST 20/221 : **HEAD OF DEPARTMENT: EDUCATION REF NO: DOE 2020-01**

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

CENTRE REQUIREMENTS : Education, Western Cape Government
: Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Additional Requirement: Successful completion (with appointment) of the Certificate for entry into the SMS. Note: A requirement for appointment at Head of Department Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills; Strong leadership, team building and interpersonal skills; Exceptional planning, organisational and people management skills; The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.

DUTIES : Strategic management, guidance and advice in providing educational planning services, managing curriculum development, assessment and examination services and managing of educational institutions, management structures and the coordination of program delivery. Drive the development and implementation of the Provincial Education Strategy as well as the departmental strategic planning process. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Manage and engage all spheres of government in integrated educational development and support services through programmes and projects. Optimise communication and stakeholder relationships with educational stakeholders and partners. Ensure that sound people and financial management practices are adhered to in the department.

ENQUIRIES : Ms LS Esterhuysen (+27 21 483 5856 / 083 629 3244)
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 07 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes.

These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. 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 you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/222 : **CHIEF TOWN AND REGIONAL PLANNER: REGIONAL SOCIO-ECONOMIC PROGRAMME (RSEP): DEVELOPMENT FACILITATION REF NO: EADP 27/2020**
(18 Month Contract Position)

SALARY : R898 569 per annum (OSD as prescribed).
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS :

B Degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 6 years post qualification town and regional/planning; Compulsory registration with SACPLAN as a Professional Town and Regional Planner; A valid code B driving licence. Recommendation: Proven intensive experience and track record in design and production of plans at scale (Must provide a portfolio of evidence upon request); Ability to use open source design or CAD software at a moderate to high level. Competencies: Knowledge of and proficiency in spatial planning and land use management legal and operational compliance, as well as management systems, principles, processes and best practice; Knowledge and Proficiency in programme and project management; Ability to perform related research and development; Good communication skills (written and verbal) and strong report writing skills; Ability to work independently and within a team; Computer literacy (Microsoft - MS Office site).

DUTIES : Assist in the identification, design and implementation of Regional Socio-Economic Programme (RSEP) projects in the municipalities; including providing conceptual design services across the Western Cape and Regional Socio-Economic Programme (RSEP) specific municipalities; including precinct planning, preliminary urban design, design of sites and buildings and using the appropriate tools and software independently to achieve these deliverables; Project manage and facilitate the implementation of the Regional Socio-Economic Programme (RSEP) in the participating municipalities ensuring that adequate progress is maintained, financial management occurs and that challenges are dealt with; Ensure the active and continued participation of the various line departments in the programme; Be responsible for undertaking research in support of the programme; Implement knowledge sharing, training and skills transfer internally and externally including new municipalities; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Providing a service to the public and maintain good relationships with the public and other external stakeholders including representing the Directorate, Chief Directorate, Department or Province on various forums.

ENQUIRIES : Mr F. Wüst at Tel No: (082) 373 0225
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 20/223 : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL LAW ENFORCEMENT REF NO: EADP 22/2020**
(12 Months Contract Position)

SALARY : Grade A: R495 219 per annum, plus 37% in lieu of benefits. (OSD as prescribed)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 4-year Degree (or equivalent qualification) in Environmental Management, Natural or Environmental Science or a related field with Botany as a major subject; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Registration with the SACNASP as a Professional; Specialised Botanical courses in Fynbos; Completed EMI training course/ Peace officer training. Competencies:

		Knowledge of the following: Botany and botanical practices in environmental management with specific reference to botany; Awareness raising exercises relating to botanical practices; Research and technical report writing; Basic to advanced knowledge of: Terrestrial and/or freshwater aquatic plants and animals, their functioning and interaction with each other and the biological environment; The field of conservation biology and its basic principles; Problem solving skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and within a team; Ability to resolve conflict.
<u>DUTIES</u>	:	Contribute to the development of systems (including information management systems), decision-making processes, policies and protocols to promote and maintain healthy natural ecosystems, habitats and landscapes (including the urban landscape), and a sustainable environment in the Western Cape Province: Cape Winelands District Municipality; Perform scientific advisory, regulatory and liaison functions; Conduct scientific biodiversity research and monitoring projects and programmes on priority species and contribute to biodiversity inventories; Ensure that biodiversity priorities are integrated and adequately addressed in all enforcement actions within the Cape Winelands District Municipality.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Albertyn at Tel No: (021) 483 0779
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co
<u>POST 20/224</u>	:	<u>ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): DEVELOPMENT FACILITATION REF NO: EADP 25/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R402 045 per annum (OSD as prescribed)
	:	Environmental Affairs and Development Planning, Western Cape Government
	:	An appropriate Honours Degree in Environmental or related fields; A valid Code B driving licence. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: An in-depth knowledge of environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management skills and knowledge; Sound interpersonal skills; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; Good communication (written and verbal) skills.
<u>DUTIES</u>	:	Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Director to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Director to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr G Gerber at Tel No: (083) 226 9127
	:	Only applications submitted online will be accepted. To apply submit your application online only: via http://www.westerncape.gov.za/jobs or https://westerncapegov.erecruit.co

POST 20/225 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION):
DEVELOPMENT MANAGEMENT (REGION 1) REF NO: EADP 26/2020**

SALARY : R402 045 per annum (OSD as prescribed)
CENTRE : Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree in Environmental or related fields; A valid Code B driving licence. Recommendation: Relevant experience in the undertaking or review of EIA applications and environmental awareness raising or advising; Registered with EAPASA as a Candidate Environmental Assessment Practitioner (EAP) or as an Environmental Assessment Practitioner (EAP). Competencies: Knowledge in the following: An in-depth knowledge of environmental management systems; Integrated Environmental Management, including applicable legislation and policies; Methodologies and techniques for evaluation of environmental impact assessments, environmental management plans, as well as environmental monitoring and auditing; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Development and practical implementation of environmental policies, guidelines, norms and standards; General Project Management skills and knowledge; Sound interpersonal skills; Undertaking/review of environmental impact assessment applications and related integrated environmental management instruments, including relevant legislation; Development and practical implementation of environmental policies, guidelines, norms and standards; Good communication (written and verbal) skills.

DUTIES : Review of environmental impact assessment applications and related documentation in terms of the relevant environmental legislation; Provide advice, support and comments regarding environmental impact assessment and related regulatory and substantive requirements, including to Municipalities, other organs of state and members of the public in terms of integrated environmental management; To support the Director to develop and maintain environmental impact assessment and related policies, guidelines, norms and standards; To support the Director to development and/or implement projects related to integrated environmental management; Promote and maintain intergovernmental relations and cooperative governance efforts and initiatives, including representing the Directorate, Chief Directorate, Department or Province on various Intergovernmental Relations (IGR) forums; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department or Province on various forums.

ENQUIRIES : Mr E van Boom at Tel No: (082) 806 8486
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

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 20/226 : **MEDICAL OFFICER GRADE 1 TO 3 (RADIATION ONCOLOGY) (6/8TH)**

SALARY : Grade 1: R615 903 (6/8th) per annum
Grade 2: R704 223 (6/8th) per annum
Grade 3: R817 269 (6/8th) per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: **Grade 1:** None after

registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: A Code (B/EB) valid drivers licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Previous experience in Oncology. An interest in academic development preferably proven by previous academic activities.

DUTIES : Service delivery will be in the Division of Radiation Oncology at Tygerberg Hospital. The clinical service includes in- and outpatient management of cancer patients as per job description. Effective delivery of training, teaching and operational. Effective administration and medico-legal duties.

ENQUIRIES : Prof Simonds Tel No: (021) 938-5992
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 04 September 2020

POST 20/227 : **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

SALARY : R614 991 per annum (PN-B4)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre 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 a 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 in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in Word, and Excel. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Good organisational skills and the ability to function in a team and under pressure. Nursing Management qualification / skills.

DUTIES : The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical operational function

and cost saving in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical theatre environment. Support/deputise for the Head of Nursing in Theatre and support the Nursing Services and the institution.

ENQUIRIES : Ms FCG Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/228 : **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, Rondebosch
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: 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 in the relevant specialty. 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. 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 : 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 a 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 : 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 : 04 September 2020

POST 20/229 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Garden Route District

SALARY : R562 800 per annum (PN-A3)
CENTRE : Kwanokuthula Community Day Clinic
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 and Midwife. Post-basic qualification with duration of at least 1-year Diploma in

		Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional council: Current registration with SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Computer literacy (MS Office). Information Management with regard to PHC indicators. Quality Assurance knowledge. COPC Principles and implementation.
<u>DUTIES</u>	:	Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes: Information Management with regard to data collection, verification, report writing and submission of data. Human Resource Management i.e. supervision of staff, development and performance management, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance and security. Liaise with relevant stakeholders. Effective communication with all levels of service delivery. Facilitation and implementation of COPC.
<u>ENQUIRIES</u>	:	Ms L Ziervogel Tel No: (044) 302-8400
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/230</u>	:	<u>ASSISTANT MANAGER NURSING (HEAD OF NURSING)</u> West Coast Health Services
<u>SALARY</u>	:	R562 800 per annum (PN-B1)
<u>CENTRE</u>	:	Vredendal Hospital
<u>REQUIREMENTS</u>	:	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 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 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. Willingness to travel and to attend to community needs after-hours. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal relationships, exceptional leadership and conflict resolution skills. Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Extensive knowledge and understanding of the District Health System/and health implementation thereof as well as experience in office administration, human resource management, financial management, supply chain and procurement processes.
<u>DUTIES</u>	:	Manage and ensure the provision of an efficient and effective nursing care; coordinate, monitor and evaluate the implementation of nursing care plan within a professional/legal framework. Management of People and Financial Resources. Management and assurance of quality nursing services. Effective Information Management for planning, monitoring of performance and evaluation. Internal and external interface management with stakeholders.
<u>ENQUIRIES</u>	:	Dr. JGM Swanepoel Tel No: (027) 213-2039
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Ms M Tangayi to the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 September 2020

POST 20/231 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES GRADE 1**
Sub-directorate: Occupational and Equipment Safety (M4 Building based at Karl Bremer Hospital, Bellville)

SALARY CENTRE REQUIREMENTS : R517 326 per annum
: Head Office, Cape Town
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning.

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

ENQUIRIES APPLICATIONS : Mr A Thomas Tel No: (021) 918-1233
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE CLOSING DATE : No payment of any kind is required when applying for this post.
: 04 September 2020

POST 20/232 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health District

SALARY CENTRE REQUIREMENTS : R444 276 per annum
: Northern/Tygerberg Sub-Structure Office
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-Ordinator where it is an inherent requirement of the post, incumbent to maintain registration with SANC). Registration with a professional council: Registration with 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 requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of IPC and OHS Act, regulations and policies. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to analyse health systems information, conducting research or surveys and compiling comprehensive reports, project Management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention control.

DUTIES : Develop and implement and train on relevant clinical practice guidelines and SOPs in respect of IPC & OHS. Support and engage Facility Managers to support policy and legislative SHERQ requirements. Facilitate and co-ordinate the management of risks as identified in terms of the Infection control policy & OHS policies. Support quality assurance programmes: monitor adherence to OHS, IPC & Risk Management in line with National and Provincial policies and

		Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS & IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic & OHSC.
<u>ENQUIRIES</u>	:	Ms L Najjaar Tel No: (021) 815-8865
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/233</u>	:	<u>PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY TRAUMA AND EMERGENCY)</u> (Garden Route District)
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2) (Plus non pensionable rural allowance of 8% of your annual basic salary)
<u>CENTRE</u>	:	Oudtshoorn Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. 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 as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency Critical Care Services and ability to implement it. Computer skills. Leadership and interpersonal skills.
<u>DUTIES</u>	:	Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.
<u>ENQUIRIES</u>	:	Ms H Human Tel No: (044) 203-7203
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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).
<u>CLOSING DATE</u>	:	04 September 2020

<u>POST 20/234</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC)</u> West Coast District
<u>SALARY</u>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Vredendal Noord CDC
<u>REQUIREMENTS</u>	:	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 qualification, with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable nursing experience 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 after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Willing to travel and work extended hours. Competencies (knowledge/skills): Good interpersonal, planning, organisational skills and computer literacy (MS Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.
<u>DUTIES</u>	:	Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<u>ENQUIRIES</u>	:	Ms. HM Hornimann Tel No: (027) 213-5063
<u>APPLICATIONS</u>	:	Please submit your application for the attention of Ms M Tangayi to the Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/235</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT</u> Groote Schuur Hospital
<u>SALARY</u>	:	R376 956 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital, Observatory
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Supply Chain Management or Public Administration/management NQF level 6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid code (B/EB) driver's licence. Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.
<u>DUTIES</u>	:	Effectively and efficiently provide leadership and manage the Acquisition Management Section (formal and informal bidding) in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Provide leadership and manage the formal bidding process for equipment and goods and services. Provide guidance, input and information in demand planning. Manage the monthly reporting process to the Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Liaise with auditors and management (external and internal) and manage the audit

		queries process. Manage the performance, training and development of staff in the acquisition management unit.
<u>ENQUIRIES</u>	:	Ms A Bezuidenhout Tel No: (021) 404-3249
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/236</u>	:	<u>ASSISTANT DIRECTOR: FINANCE</u> Rural Health Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	George Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification appropriate 3-year National Diploma or Degree. Experience: Appropriate experience in a financial management and/or accounting field as well as supply chain management. Appropriate managerial and/or supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Accounting Officers Systems. High level of computer literacy (Microsoft Office package, Integrated Procurement System, Basic Accounting System and LOGIS). Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms S Janki Tel No: (044) 802-4365
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical and/or competency test.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/237</u>	:	<u>ASSISTANT DIRECTOR: FINANCE</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Metro TB Hospital Centre
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Financial and Supply Chain Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge and Experience of Public Sector Procurement and Supply Chain Management Processes and Procedures. Appropriate knowledge of the Public Finance Management Act (PFMA), National Provincial Treasury Regulations and Policies. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management, supervisory and leadership skills as well as good interpersonal relations and communication skills.
<u>DUTIES</u>	:	Ensure Sound Supply Chain Management processes are followed in terms of Demand, Acquisition, Warehouse and Asset Management for the Metro TB Hospital Complex and Primary Healthcare Facilities under the MTBHC as a Hub. Financial Management by ensuring effective Creditors Management, Management of Expenditure and Revenue as well as Asset and Liability Accounting for the institution. Ensure Internal Control Measures are in place to maintain Compliance to Policies and Prescripts for the Finance and Supply Chain Management components. Control and analyse monthly and IFS/AFS reporting for the institution. Effective management of Human Resources in the Finance and Supply Chain Management Components.

ENQUIRIES APPLICATIONS : Ms. N. Solomons Tel No: (021) 508-8300
: 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 : 04 September 2020

POST 20/238 : **SENIOR ADMINISTRATIVE OFFICER: (SUPPLY CHAIN AND ASSET MANAGEMENT)**
Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate supervisory experience in a Supply Chain Management environment. Appropriate experience in procurement processes and systems, asset management, Warehouse and Inventory management and financial accounting. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Extensive knowledge of the LOGIS system. Proven experience in a Supply Chain Health Department. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health including delegations, ePS (Electronic Purchasing System). Ability to draft specifications and application of delegations. Excellent Supervisory and leadership skills. Good organisational skills. Computer literacy (LOGIS, MS Word, Excel, PowerPoint). Ability to write documents according to prescripts and standards. Ability to function independently. Sound understanding of Accounting Principles. Ability to communicate in two of the three official languages of the Western Cape. Willingness to work overtime when required.

DUTIES : Management of the SCM Component, Support staff, performance and development of Staff at the Metro Health Services Office. Manage all relevant Human management functions in the component, including discipline, Grievances and SPMS. Ensure accurate and timeous reporting as per requirements and assist with the compilation and verification of the Annual Financial Statements. Assist Institutions within the Chief Directorate with Supply Chain Management processes and related queries, provide guidance and identify shortcomings within institutions and provide the necessary support. Assist and guide institutions with the compilation of a Demand Management Plan as well as effective contract management and administration. Take a leading role in guiding institutions when drafting specifications for bids as well as evaluating the bidding documents and proposals tabled to the Chief Directorate Quotation Committee. Ensure that all items within Bellville Health Park are sourced and procured in terms of Supply Chain Management Framework, Provincial Treasury instructions and Practice Notes. Act as component Head if and when required.

ENQUIRIES APPLICATIONS : Ms T Hendricks Tel No: (021) 815-8718
: 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 : 04 September 2020

POST 20/239 : **CASE MANAGER (X2 POSTS)**
Directorate: Management Accounting

SALARY : R316 791 per annum
CENTRE : Head Office: Cape Town
REQUIREMENTS : Minimum educational qualification: A health related qualification registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Valid code (B/EB) driver's licence. Willingness to travel and spend long periods away from the office. Competencies (knowledge/skills): Good Knowledge of the Uniform Patient Fees Schedule (UPFS), Managed Health Care or Hospital Information System and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural

		codes. Ability to work with Excel spread sheet, Microsoft Word and web based programs (medical aids).
<u>DUTIES</u>	:	Assist various institutions with clearing of externally funded revenue back logs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assists various Hospital Fees Department with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state department. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.
<u>ENQUIRIES</u>	:	Ms L Ismail Tel No: (072) 601-6586
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/240</u>	:	<u>SENIOR ADMINISTRATION OFFICER: INFORMATION MANAGEMENT (KNOWLEDGE MANAGEMENT) (X2 POSTS)</u> Directorate: Information Management
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office: Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in health information management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Advanced computer skills in MS Office. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Advanced computer literacy especially in MS Office with good numerical and analytical skills to support the compilation, interpretation and analysis of reports. Good knowledge of monitoring and evaluation of performance, National and Provincial Information Management policies, processes and standard operating procedures. Knowledge of the information systems utilised by the WCG: Health e.g. Sinjani, Clinicom, PHCIS, Ideal Facility, Business Intelligence, Tier etc. Good leadership, interpersonal and communication (verbal and written English) skills.
<u>DUTIES</u>	:	Assist with the operational planning and project management within the component and sub-directorate. Support development and implementation of information policies, data collection tools, definitions, standard operating procedures etc according to NDOH and Provincial requirements. Regular stakeholder engagement, support and feedback (written and verbal) to all levels of the health service within the province and nationally. Interrogate data and generate reports for stakeholders for policy-making, planning, monitoring, co-ordination, research and evaluation of the Health Service in the Province. Ensure good quality data, compliance and adherence to legislative target dates. Conduct health services support visits and provide support during the provincial performance information audit.
<u>ENQUIRIES</u>	:	Ms L Shand Tel No: (021) 483-2639
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Candidates may have to complete a skills competency test.
<u>CLOSING DATE</u>	:	04 September 2020
<u>POST 20/241</u>	:	<u>ADMINISTRATIVE OFFICER: IT SUPPORT (X4 POSTS)</u> Western Cape College of Nursing
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Western Cape College of Nursing: Metro West Campus (X2 Posts) Boland Campus (Worcester) (X1 Post) South Cape Karoo Campus (George) (X1 Post)

- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Information Technology. Experience: Appropriate experience in information technology environment. Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Excellent verbal and written communication skills. Strong interpersonal skills. Excellent writing and editing skills in at least two of the three official languages. Competency in desktop support. High level computer competency in Microsoft Office Suite.
- DUTIES** : Provide Technical support for all information systems. Coordinate and collect statistical reports from the systems. Perform backups, monitoring wide and local area networks. Detect and repair faults on LAN/WAN, PCs, peripherals, network point and software. Train, develop and provide end-user support. Render appropriate acquisition of Information Technology assets and effective asset control implemented, monitored and maintained.
- ENQUIRIES** : Dr T Bock Tel. No: (021) 684-1211 (Metro West)
Ms L Strauss Tel No: (023) 347 0732/52 (Boland)
Ms R Byrnes Tel. No: (044) 803 1711 (South Cape Karoo)
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 04 September 2020
- POST 20/242** : **ADMINISTRATIVE OFFICER: FINANCE/ADMIN**
Rural Health Services
- SALARY** : R257 508 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA'S) of the post. Experience: Appropriate experience in finance. Appropriate experience in a creditors environment and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Appropriate experience in LOGIS and BAS. Inherent requirements of the job: Willingness to work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Microsoft Office). Sound knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates. Knowledge of BAS and LOGIS systems. Good communication and writing skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Manage and ensure compliance within the Finance Department (expenditure control, verify, authorize and follow up on debt- and ledger accounts and all other financial management responsibilities) including draw and monitor expenditure reports and authorizing payments on LOGIS and BAS and ensure the correct use of SCOA allocations. Control, verify, authorise journals and reporting of Asset and Liability accounts. Check and verify S&T claims. Monthly financial reporting and compile Annual and Interim Financial Statements. Effective management of Human Resource, Performance Management and development of staff, Supervision and on-going training of sub-ordinates.
- ENQUIRIES** : Ms I Slabbert Tel No: (044) 804-4495
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 : 04 September 2020
- POST 20/243** : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District
- SALARY** : R173 703 per annum
CENTRE : Stilbaai Melkhoutfontein Community Clinic
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Reception. Appropriate experience in Patient Registration, Records Management and Archive policies.

Appropriate experience in Information Management Systems (PHCIS, Tier.net, SINJANI, Ideal Clinic). Inherent requirement of the job: Valid (Code B/EB) drivers licence. Willingness to rotate between Reception and Information Management. Willingness to relieve in other facilities in Hessequa. Competencies (knowledge/skills): Knowledge and experience in departmental systems, i.e Health Information Systems (PHCIS, SINJANI, Tier.Net, Ideal Clinic). Knowledge of Registry, Reception Services, Medical Records, Disposal and Record Management Policies. Microsoft Package (MS Excel, Word, Power Point). Proficient in at least two of the three official language of the Western Cape.

DUTIES : Effective and efficient management of Reception Services. Effective and efficient management of the Registry functions according to DoH policies. Maintain an effective filing system, repair/maintain patient files and prepare case notes for archiving and destruction where indicated. Effective co-operation and support to Supervisor and Colleagues. Deliver a supportive role to the Supervisor with regards to monitoring and evaluation of Health Information systems. Implementation of SOPs to optimise client services and support.

ENQUIRIES : Ms E Braaf Tel No: (028) 713-8644
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 : 04 September 2020

POST 20/244 : **ADMINISTRATION CLERK: SUPPORT (QUALITY ASSURANCE)**
 Chief Directorate: Metro Health Services

SALARY : R173 703 per annum
CENTRE : Western Cape Rehabilitation Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Competencies (knowledge/skills): Computer literacy (Microsoft Office: Word, Excel, Power Point, Outlook). Good communication skills in at least two of the three official languages of the Western Cape. Good interpersonal-, planning-, problem solving- and organisational skills. Knowledge of office administration practices, inclusive of Minute taking proficiency and data capturing.

DUTIES : Create and maintain effective QA and IPC related registers in Departmental Excel registers and Department of Health systems such as Sinjani and Ideal Hospital Realization and Maintenance Framework, inclusive of follow-up on outstanding/ incomplete data submission, PSI forms, etc. to ensure accurate data in registers. Monthly Updates of Best Care Always web site with CAUTI / IPC data. Provide an effective support function iro Compliments, Compliments and Suggestions (CCS) to improve Patient Experience of Care. Weekly opening of CCS boxes, acknowledge complaints, act as scribe for complainants if required. Provide effective administrative support for meetings/ workshops/ delegated ad hoc functions/ Surveys/Audits/ Awareness Campaigns for QA and IPC components. Provide effective and efficient frontline and administrative duties, good document and file management and data capturing as part of clerical office administration support to the Quality Assurance Manager and Clinical Coordinator: Infection Prevention Control (IPC). Provide monthly, quarterly and annual statistical data/information based on Compliments, Complaints, Suggestions, Safety and Security Incidents, Injuries on Duty and Patient Safety Incidents. Provide relief and other office related duties within the Quality Assurance Component and broader institution if required.

ENQUIRIES : Ms A Ferreira Tel No: (021) 370-2347
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 : 04 September 2020

POST 20/245 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
 (2 Year Contract)

SALARY : R122 595 per annum plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the BHSc: Clinical Technology. Registration with a Tertiary institution for BHSc: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: These tasks will involve work outside normal working hours when necessary. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a Clinical Technologist in Cardiology. Training in this post involves practical training during routine patient care. The person filling the post will be required to perform clinical service in cardiology (Tygerberg Hospital) by providing technologist support under supervision to all components of the cardiology service for the entire duration of 24 months. These services includes but not limited to: All work in the Cardiac catheterisation laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Equipment maintenance. Participate in research projects.

ENQUIRIES : Mr J Steyn Tel No: (021) 938-4347
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/246 : **LINEN STORES ASSISTANT**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic Numeracy and literacy (GETC)/Grade 9 (Std 7). Inherent requirements of the job: Willingness to work shifts, including public holidays and weekends. Willingness to work overtime. Competencies (knowledge/skills): Basic knowledge in the correct methods of handling, sorting and counting of linen. Basic knowledge in washing and sluicing of linen. Ability to communicate effectively in at least two of the three official languages of the Western Cape.

DUTIES : Handle all duties with regards to the collection and delivering of soiled or clean linen bags to pick up points. Assist with sorting, counting, sealing and stacking of clean linen bags for dispatching. Assist with the mixing of chemicals and stock control. Delivering and collection of clean and dirty linen from the wards and sluice of dirty linen. General cleaning and maintenance (i.e dusting, sweeping and mopping) and provide a clean hygienic environment to prevent the spread of infection. Optimal support to supervisor and colleagues.

ENQUIRIES : Ms A Brown Tel No: (021) 377-4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, AZ Berman Drive, Lentegour or Private Bag X 9, Mitchell's Plain 7789.

FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/247 : **CLEANER**
Garden Route District

SALARY : R102 534 per annum
CENTRE : Bridgton Community Day Clinic, Oudtshoorn Sub-district
REQUIREMENTS : Minimum requirement: Ability to read and write. Experience: Appropriate cleaning experience, cleaning in a clinic/hospital/health environment will be a further advantage. Competencies (knowledge/skills): Basic writing and literacy skills. Good communication and interpersonal skills. Ability to lift/move heavy equipment and supplies.

DUTIES : General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrubbing and mopping of floors/passages/furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic

and safe environment. Handling of cleaning equipment. Elementary stock control. Relief duties in other departments when necessary.

ENQUIRIES : Ms J Matyhila Tel No: (044) 203-7205
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020

POST 20/248 : **CLEANER**

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and industrial cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment of that of an industrial and domestic nature. 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. Ability to operate machinery and equipment.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Effective utilization 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. Ensuring a high standard of neatness and hygiene in the department is maintain at all times. Provide optimal support to Admin Manager and colleagues.

ENQUIRIES : Mr I D Fortuin Tel. No: (021) 938-4235
APPLICATION : The CEO, Van Zijl Drive, Tygerberg Hospital, Cape Town.
FOR ATTENTION : Ms C Basson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 04 September 2020