

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

**CLOSING DATE** : 14 December 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 27/230** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL); SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES); REF NO: AGR 60/2020 (X2 POSTS)**

**SALARY** : Grade A: R718 059 - R766 278 per annum (OSD as prescribed)  
 Grade B: R809 631 - R872 220 per annum (OSD as prescribed)  
 Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed)

**CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government  
 Engineering Degree (B Eng/BSC (Eng)) in Civil Engineering or relevant qualification; A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

**DUTIES** : Water and irrigation engineering; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

**ENQUIRIES APPLICATIONS** : Mr P Keuck at Tel No: (021) 808 5340  
 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 27/231** : **CANDIDATE ENGINEER (CIVIL); SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES) REF NO: AGR 59/2020 (X2 POSTS)**  
 (4 Year Contract)

**SALARY** : R618 732 per annum (All-inclusive salary package) (OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Engineering Degree (B Eng/BSC (Eng)) in Civil Engineering or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Competencies: Working knowledge of the following: Water and irrigation engineering; Project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking skills; Decision making skills; Planning and organising skills; Ability to work under pressure; Willing to travel; Written and verbal communication skills.

**DUTIES** : Water and irrigation engineering; Design new systems to solve practical engineering problems (challenges) and improve efficiency and enhance safety; Planning, designing, operating and maintenance of engineering projects; Office administration; Prepare inputs for the facilitation of resource utilisation; Research and development; Keep up with new technologies.

**ENQUIRIES** : Mr P Keuck at Tel No: (021) 808 5340  
**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 27/232** : **CHIEF MECHANICAL ARTISAN: MAINTENANCE REF NO: AGR 58/2019 R1**

**SALARY** : R386 487 - R441 891 per annum (Grade A, OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Appropriate Trade Test Certificate (Mechanical); A minimum of 10 years post qualification experience post qualification experience required as an Artisan/Artisan Foreman; A valid driving licence. Recommendation: Experience in mechanical workshop management; personnel supervision and procurement and stock keeping; Proven experience in tractor and implement maintenance and repairs. Competencies: Knowledge of the following: Mechanical fault detection and tractor maintenance and repairs; Maintenance of farm implements and equipment; Personnel and workshop management skills; Analysing, legal compliance and computer aid applications; Mathematical abilities; Ability to write reports on the diagnoses of mechanical, hydraulic and electrical problems; Written and verbal communication skills; Adherence and application to the Occupational Health and Safety Act.

**DUTIES** : Management of technical services in the mechanical and welding workshop; Maintenance and repairing of tractors, implements and other farm machinery and equipment; General administration and stock-keeping of goods and consumables; Manage and develop human resources; Financial Management including procurement and expenditure control.

**ENQUIRIES** : Mr BB Aucamp at Tel No: (021) 808 5222  
**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 27/233** : **CANDIDATE ENGINEERING TECHNICIAN (CIVIL): SUSTAINABLE RESOURCE MANAGEMENT - VARIOUS LOCATIONS REF NO: AGR 61/2020**  
(2 Contract Posts for a 4 Year Contract Period)

**SALARY** : R268 713 per annum (OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : 3-year National Diploma in Civil Engineering or relevant qualification; Registration with ECSA as a Candidate Engineering Technician (Civil) is compulsory upon appointment; A valid driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Project Management; Technical design and analysis knowledge; Application of computer-aided engineering applications; Legal compliance; Written and verbal communication skills; Proven computer literacy; Research and development skills.

**DUTIES** : Water and irrigation engineering; Render technical services under supervision; Assist engineers, technologists and associates in field, workshop and technical office activities; Perform administrative and related functions; Compile and submit reports as required; Research and development; Keep up with new technologies and procedures.

**ENQUIRIES** : Mr P Keuck at Tel No: (021) 808 5340  
**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 27/234** : **TRACTOR DRIVER/OPERATOR: VITICULTURE (ELSENBURG) REF NO: AGR 62/2020**

**SALARY** : R145 281 per annum (Level 04)  
**CENTRE** : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code C1 Driving license with a valid PDP. Competencies: Good understanding of the following: Farming activities; Routine tractor work and to use the correct implements with the tractor to plough, rippers, planters, crop sprayers and tow a heavy duty trailer; Ability to handle tools and to perform basic maintenance; Ability to work in a team and independently; Self-management; Customer focus and responsiveness; Planning and organising; Communication skills.
- DUTIES** : Operate a tractor with various implementation (such as plough, rippers, planters, crop sprayers) attached; To assist with the physical execution of various general farming activities; Perform vehicle maintenance and administrative support activities; Operate specialised machinery (such as harvesters, drilling equipment, excavators etc).
- ENQUIRIES** : Mr L Conradie at Tel No: (021) 808 7701
- APPLICATIONS** : To apply, 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 post being applied for and the reference number must be clearly indicated on the Z83 application form. 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, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered.
- NOTE** : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- CLOSING DATE** : 14 December 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 27/235** : **DIRECTOR: OFFICE OF THE CONSUMER PROTECTOR REF NO: DEDAT 21/2020**
- SALARY** : R1 057 326 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : A relevant Honours degree / LLB (NQF 8); At least 6 years middle management experience; the successful completion of the Senior Management Pre-entry Programme. Recommendation: Experience in complaints management and consumer education. Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus and Communication.
- DUTIES** : Manage the Office of the Consumer Protector; Provision of access to effective redress for consumers through complaints management and alternative dispute resolution; Provision of consumer rights awareness through education

and marketing; Provide a Consumer Tribunal oversight function; Ensure compliance with applicable laws such as Consumer Protection Act, Business Act, Credit Act, Second hand goods Act and other consumer protection legislation; Regulatory Services; Strategic Management; Human Resource Management; and Financial Management.

- ENQUIRIES** : Ms. C Julies Tel No: (021) 483 9000  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>  
**NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202  
**CLOSING DATE** : 18 January 2021

#### **OTHER POSTS**

- POST 27/236** : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DEDAT 11/2020**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years management level communications experience. Recommendation: Proven experience in the following: Leading communication and advocacy campaigns across a wide range of role-players and stakeholders; Working knowledge of the business industry and sectors; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Stakeholder relations; Modern systems of governance; Project Management; Written and verbal communication skills; Problem-solving skills; Proven computer literacy (MS Office).
- DUTIES** : Identify blockages and inhibitors to economic growth and development; Advocate and create awareness amongst stakeholders of the significance of red tape reduction; Facilitate the resolving of identified blockages and regulatory restraints; Management of Human Resource and Finance.
- ENQUIRIES** : Ms M Ellis at Tel No: (021) 483 9107/ 083 565 1867  
**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 27/237** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDAT 47/2019 R1**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of 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' experience in a financial management environment. Competencies: Knowledge of the following: Financial norms and standards; Adjustment Estimate process; Basic Accounting System; Communication (written and verbal) skills; Ability to effectively use computer hardware and software as delivery tools.
- DUTIES** : Investigate Consumer complaints; Conduct negotiation, mediation and Effective and efficient operational management of the Budget management component; Recruitment and selection; Financial Management; Participation in Strategic Management; Co-ordination of the Budgeting and Planning portfolio; Strategic Planning process; Budget process; Adjustment estimate process; Adjustment estimate process; Training in terms of budgeting and planning to line functions; Co-ordinate of the Reporting Portfolio; Quarterly reporting; Annual reporting; Training in terms of reporting to line functions; Committees/Forums/Working groups; Accompany CFO to CFO sector specific forum at National Treasury.
- ENQUIRIES** : Mr R Le Breton at Tel No: (021) 483 9158

- 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 27/238** : **ADMINISTRATOR: BUSINESS REGULATION AND GOVERNANCE REF NO: DEDAT 13/2020**
- SALARY CENTRE** : R316 791 per annum (Level 08)  
: Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant investigation or related experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Consumer Protection Legislation; Consumer Related issues; Proven computer literacy; Negotiation/Mediation skills; Research Skills; Administrative Skills; Written and verbal communication skills.
- DUTIES** : Investigate Consumer complaints; Conduct negotiation, mediation and conciliation meetings; Ensure that effective administration within the Consumer Protection Environment occurs; Conduct research on consumer related disputes which may have an impact on the provisions of the Consumer Protection Act and consumer related-issues forthcoming from investigations and/or consumer trends; Maintaining effective engagements with business, NGO's and CBO's and consumer protection agencies; Provide investigative assistance to the Tribunal Support Unit; Providing an inspectorate function.
- ENQUIRIES APPLICATIONS** : Ms L Brown at Tel No: (021) 483 5133  
: 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** : 14 December 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 27/239** : **CHIEF DIRECTOR: MANAGEMENT SUPPORT (CHIEF FINANCIAL OFFICER REF NO: EADP 39/2020)**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : Relevant B Degree or equivalent as on NQF level 7 as recognised by SAQA; Minimum of 5 years' experience at senior managerial level; Completion of the Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driver's license. Recommendation: Registration as a Chartered Accountant will serve as a recommendation. Competencies: Knowledge of the following: provincial executive support systems and services, good corporate governance norms and standards, public policy analysis and development processes, strategy development, management and monitoring and review, 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, public relations, public participation. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights, opportunities Strong conceptual, interpretive and formulation skills Strong leadership, team building and interpersonal skills Exceptional planning, organizing and people management skills Ability to work collaboratively with stakeholders within and outside of the Western Cape Government Ability and experience in providing policy and strategy support in driving delivery The ability to multi-task, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances Project Management or project coordination experience – Ability to effectively lead and also be part of a team High level interpersonal, conflict resolution and consultation skills.

**DUTIES**

: Translate Strategic Capability & Leadership, including Change Management in respect of the vision for the organisation into Chief Directorate goals. Initiate, support and champion organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of Chief Directorate Operational Plan priorities and goals. Identify and manage (actual and potential) risk factors and indicators to the achievement of Chief Directorate goals, incl. possible sources of risk and areas of impact and develop and implement feasible scenarios to mitigate the impact. Perform duties of Chief Financial Officer for the Department Member of Departmental Oversight Team for Cape Nature public entity. Report to the Head of Department/Accounting Officer on a regular basis on the activities of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Ensure that sound people management practices are adhered to in the Chief Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning. Ensure sound financial management practices are adhered to by participating in and actively managing key areas to include preparation of annual budgets and adjustments thereof, accountability for effective budget and expenditure control, ensure correct tender and procurement procedures are followed, comply with efficient and correct record keeping and management of assets.

**ENQUIRIES APPLICATIONS**

: Mr PS van Zyl Tel No: (021) 483 8315  
 : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**NOTE**

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**OTHER POSTS**

**POST 27/240**

: **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION): CRIMINAL INVESTIGATIONS REF NO: EADP 38/2020**

**SALARY CENTRE**

: R402 045 per annum (OSD as prescribed)  
 : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS**

: An Honours degree (or higher qualification) in Environmental Management/Natural Sciences/Policing/Law or related qualification; A valid (Code B) driving licence. Recommendation: Working knowledge of environmental law enforcement; Experience in forensic investigation, administrative and/or criminal investigations; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Policies and procedures of the directorate/department;

Environmental legislation, Constitutional law, administrative law, criminal law, Environmental Management Inspectorate (EMI) Operating Manual; Correct interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Client orientation and customer focus.

**DUTIES** : Conduct criminal investigations into complaints of non-compliance with environmental legislation in conjunction with SAPS, NPA and other organs of state; Compile and maintain comprehensive case dockets with legally admissible evidence, including affidavits, specialist reports and any other documents with evidential value as well as recording all progress in the investigation diary; Draft accurate and legally sound charge sheets, plea and sentence agreements, summons and subpoenas; Assist and partake in joint compliance and enforcement operations with external law agencies and other organs of state; Providing accurate and sound legal support regarding administrative and criminal environmental law enforcement issues; Conduct legally sound research into issues of compliance and enforcement; Partake in environmental awareness raising exercises pertaining to environmental law enforcement.

**ENQUIRIES** : Mr A. Bassier at Tel No: (021) 483 3506  
**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 27/241** : **ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT) REF NO: EADP 40/2020**

**SALARY** : Grade A: R272 739 - R302 691 per annum (OSD as prescribed)  
Grade B: R318 267 - R353 226 per annum (OSD as prescribed)  
Grade C: R373 209 - R473 574 per annum (OSD as prescribed)

**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/ Physical or Environmental Sciences; A valid driving licence (Code B). Recommendation: Relevant experience in the review of Environmental Impact Assessment; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation for environmental impact assessments; Methodologies for the evaluation of Environmental Management plans as well as environmental monitoring and auditing; Environmental Management Systems. Competencies: Knowledge of the practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management; Communication (written and verbal) skills; Strong report writing skills; Basic Proven computer literacy in Word, Excel and PowerPoint; Sound interpersonal and problem solving skills; Ability to meet strict deadlines.

**DUTIES** : Supporting the Director: Development Management with the following: Provisioning of an integrated environmental management regulatory, advisory and support service; To develop and maintain EIA and development related policies, guidelines, norms and standards; Supporting the director with strategic and operational management and administrative tasks; Compliance monitoring and auditing of environmental authorisations.

**ENQUIRIES** : Mr D. Swanepoel at Tel No: (044) 805 8600  
**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 27/242** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: PAEDIATRICS)**

**SALARY** : Grade 1: R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

**CENTRE REQUIREMENTS** : Tygerberg Hospital, Parow Valley  
Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Paediatrics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatrics. Experience: A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist in Paediatrics. Inherent requirement of the job: The candidate must be willing to do outreach and perform overtime duties as necessary. Competencies (knowledge/skills): A special interest in a general paediatric domain such as allergy, developmental paediatrics or growth and nutrition is recommended. The candidate should be able to work in General Paediatrics, have management experience, possess good communication and team-building skills, adhere to safety standards, be computer literate, participate in training programs (including PhD program), should have previous administrative experience and a leadership course is recommended. The person should be able to converse in at least two of the three indigenous languages of the Western Cape.

**DUTIES** : Academic Teaching and Research in General Paediatrics. Clinical Governance and Leadership within General Paediatrics ensuring seamless interface of L1/L2 and L2/L3 services. Leadership and Management of the Clinical Unit General Paediatrics. Provision and oversight of General Paediatrics service delivery and outreach in the drainage area of Tygerberg Hospital.

**ENQUIRIES APPLICATIONS** : Prof M Kruger Tel No: (021) 938-9220 /Dr E Malek Tel No: (021) 938-6197  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
: 11 December 2020

**POST 27/243** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL) (RADIOLOGY)**  
Groote Schuur Hospital

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

**CENTRE REQUIREMENTS** : Groote Schuur Hospital  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical specialist in Radiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Radiology. Competencies (knowledge/skills): Having a sub-speciality imaging interest or interventional radiology competence would be an advantage. Comprehensive skills and experience in leadership, administration and management related to radiology. Computer literacy, good communication, analytic and problem-solving skills. Insight into challenges in Health Care in South Africa and Africa, as well as diversity, transformation and equity. Ability to function well in a team environment, with good inter-personal skills. Fluency in English.

**DUTIES** : Offer comprehensive, quality Radiology service to patients and clinicians. Effectively manage administrative functions. To stand in as acting Head of Division when required. Optimally supervise, instruct and train junior personnel, including registrars. Render outreach and support services to other levels of care in our drainage areas. Participate in academic activities at undergraduate and postgraduate level as required, including outside the division. Participate in continuing medical education, as required by the Health Professions Council of South Africa. Participate in research and supervision of MMed dissertations.



**ENQUIRIES APPLICATIONS** : Prof S Moosa Tel No: (021) 404-4184  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 11 December 2020

**POST 27/244** : **CLINICAL MANAGER (MEDICAL) GRADE 1**  
 Central Karoo District

**SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs), (Plus a non-pensionable rural allowance of 22% of basic annual salary)

**CENTRE REQUIREMENTS** : Beaufort West Hospital  
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Management experience at a Health Facility.

**DUTIES** : Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to, training- and mentoring of the clinical staff and auxiliary staff. Provide and efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost-efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment. Willingness to travel throughout the district.

**ENQUIRIES APPLICATIONS** : Dr AJ Muller Tel No: (023) 414-8200  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 11 December 2020

**POST 27/245** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**  
 Garden Route District

**SALARY** : R614 991 per annum (Plus a non-pensionable rural allowance of 8% of the basic salary)

**CENTRE REQUIREMENTS** : Ladismith Community Day Clinic  
 : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 10 years appropriate/recognisable nursing experience 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 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 and willingness to travel within the Sub-district. Competencies (knowledge/skills): In depth Knowledge and application of Ideal Clinic and National Core Standards. Knowledge of Community Oriented Primary Care. Demonstrate in-depth knowledge of nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel; PowerPoint).

**DUTIES** : Responsible for operational and strategic management of District Health Services for the Sub-district, (i.e. CDCs, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Provide clinical supervision and support services at Kannaland Sub District PHC Facilities. Ensure efficient

financial planning, control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Liaise with other organisations and role-players within the Kannaland sub-district to ensure appropriate service delivery to the community.

**ENQUIRIES** : Dr J Denkema Tel No: (028)551-1342  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/246** : **OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)**  
Chief Directorate: Metro Health Services

**SALARY** : R562 800 per annum  
**CENTRE** : Michael Mapongwana CHC  
**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. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, problem solving, conflict resolution, interpersonal and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS, Word, Excel, PowerPoint, and Outlook).

**DUTIES** : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman's Health department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance training and personal development of self and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Ms K Jacobs Tel No: (021) 361-3353  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 11 December 2020

**POST 27/247** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Grassy Park Community Day Clinic (X1 Post)  
Maitland Community Day Clinic (X1 Post)  
**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. A post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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 after obtaining the 1-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy. Prove leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. Knowledge in Health sector. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols and control of budget levels. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office Excel/ Outlook). Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance and facilities management.

**DUTIES**

:

**ENQUIRIES  
APPLICATIONS**

:

Ms LM Appolis Tel No: (021) 202-0933/885

:

Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE**

:

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

**CLOSING DATE**

:

11 December 2020

**POST 27/248**

:

**MEDICAL OFFICER GRADE 1 TO 3: (SURGERY GENERAL SERVICES) (X2 POSTS) (5/8TH AND 3/8TH)**

**SALARY**

:

Grade 1: R513 252 (5/8th) per annum (X1 Post)

Grade 2: R586 854 (5/8th) per annum

Grade 3: R681 057 (5/8th) per annum

Grade 1: R307 953 (3/8th) per annum (X1 Post)

Grade 2: R352 113 (3/8th) per annum

Grade 3: R408 636 (3/8th) 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 Professions 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. 1-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 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 after registration 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. Competencies (knowledge/skills): Ability to work in a team and under pressure. Knowledge in management of breast pathology in an out-patients setting.

**DUTIES**

:

Active involvement of clinical research. Educating and training of all trainees and members of the breast surgery team. Effective administration and management of the breast cancer and referral pathways. Managing a safe, efficient, appropriate environment for quality patient care. Provision of evidence-based quality breast related pathology and patient care.

**ENQUIRIES  
APPLICATIONS**

:

Dr K Maart Tel No: (021) 938-4141 or email: [Kurt.Maart@westerncape.gov.za](mailto:Kurt.Maart@westerncape.gov.za)

:

Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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** : 11 December 2020
- POST 27/249** : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (COMMUNITY BASED SERVICES)**  
Chief Directorate: Metro Health Services
- SALARY** : R444 276 per annum (PN-A2)  
**CENTRE** : Klipfontein/Mitchells Plain Sub-structure Office  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse.(This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). 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 the SANC in General Nursing. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Computer literacy. Knowledge of all relevant public service regulations and policies. Understanding the District Health System. Project management skills. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Facilitate, co-ordinate, monitor and ensure adequate integration of all Community Based Services (pertaining to nursing and related services) in a delegated Sub-district. Establish, maintain and participate in inter-disciplinary teamwork that promotes effective and efficient Health Care to the communities of the delegated Sub-district. Facilitate/support and assist in training, mentoring and development of delegated staff (nursing and community health workers in particular). Facilitate effective management and utilisation of resources in accordance with relevant directives and legislation. Assist with NPO contract management.
- ENQUIRIES** : Ms F Peters Tel No: (021) 370-5000  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020
- POST 27/250** : **OPERATIONAL MANAGER NURSING (GENERAL)**  
West Coast District
- SALARY** : R444 276 per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)  
**CENTRE** : Lapa Munnik 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: Current registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, day or night when required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three languages of the Western Cape. Knowledge of appropriate SANC rules and regulations. Knowledge of policies and procedures applicable to the profession. Ability to function independently and as part of a multi-disciplinary and Strategic Planning team. Effective communication, leadership, decision making and supervisory skills. Good interpersonal skills.
- DUTIES** : Coordinate optimal holistic Nursing Care provided within set standards and a professional/legal framework within areas. Participate in the analysis,

formulation, and implementation of nursing guidelines, practice standards and procedures. Manage and effectively utilise all resources. Maintain professional growth/ethical standards and self-development. Provide effective support to Nursing Services. Participate in training and research. Supervise support services in cooperation with Sub- District Management including effective management of cleaning services, food services, information management, finance management with input in budget monitoring, people management, case management and grounds maintenance in collaboration with the Head of Administration. Direct interaction and involvement in the primary health care services platform of the Bergriver Sub – district and commitment to the promotion of integrated health care service.

**ENQUIRIES** : Mr N Goeieman Tel No: (022) 931-2140  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/251** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (COMPREHENSIVE HEALTH) (X2 POSTS)**  
 Central Karoo District

**SALARY** : Grade 1: R444 276 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)

**CENTRE** : Central Karoo District Office (X1 post stationed in Laingsburg and X1 post stationed in Beaufort West)

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a 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 and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team.

**DUTIES** : Ensure implementation, coordination, monitoring and evaluation of the District Child health services and strategies. Support the implementation of the HIV/AIDS/STI/TB services, establish linkages with integrated management of chronic conditions, Maternal Women, Youth and Men’s Health and the 1st 1000 day’s strategies within the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post). Support the internal and external interface strengthening with the focus on the COPC Model. Monitor and evaluate programme goals and targets including the collection, validation and interpretation of statistical data. Support the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post) to achieve and maintain Ideal Health status (PHC facilities and District Hospitals). Support the Laingsburg and Prince Albert sub districts (1 post) and the Beaufort West Sub District (2nd post) to with all other quality related services.

**ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : No payment of any kind is required when applying for this post. A practical test will form part of the selection process.

**CLOSING DATE** : 11 December 2020

**POST 27/252** : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (INFECTION PREVENTION AND CONTROL AND OCCUPATIONAL HEALTH AND SAFETY)**

Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS**

Grade 1: R444 276 per annum (PN-A2)  
Northern/Tygerberg: Sub-structure Office  
Minimum educational qualification: Basic R424 qualification (diploma/degree) 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 inherent requirement of the job, incumbent to maintain registration with the SANC. 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. Inherent requirement of the job: Valid (Code B/EB) drivers 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 of surveys and compiling comprehensive reports, Project management skills and computer literacy. Knowledge of the management of the operations of CSSD and Infection prevention and control.

**DUTIES**

Develop and implement and train on relevant clinical practical guidelines and SOP in respect of IPC and 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 and OHS policies. Support quality Assurance programmes: monitor adherence to OHS, IPC and Risk Management e.g. COVID 19 in line with National and Provincial policies and Core Standards. Support OHS committee for effective functioning and plan and coordinate OHS and IPC meetings and support Quality Assurance Programmes i.e. Ideal Clinic and OHSC.

**ENQUIRIES APPLICATIONS**

Ms C Lloyd Tel No: (021) 815-8898  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE CLOSING DATE**

No payment of any kind is required when applying for this post.  
11 December 2020

**POST 27/253**

**CHIEF ARTISAN GRADE A**  
Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS**

R386 487 per annum  
Valkenberg Hospital  
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Ten years post qualification experience as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Willingness and ability to perform standby duties after-hours and over weekends/public holidays when the need arises. Competencies (knowledge/skills): Communication, organising and project management skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of the relevant legislative prescripts, policies and procedures. Good Computer Literacy skills. Knowledge of the requirements of the General machinery regulation and the Occupational Health and Safety Act (OHSA).

**DUTIES**

(key result areas/outputs): Effective and efficient management of the Workshop, including People Management/Supply Chain Management/Finance Management and other resources. Strategic planning and management of hospital maintenance needs and infrastructure projects. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Provide input and assistance with technical specifications. Draft monthly reports and perform other relevant administrative tasks.

**ENQUIRIES APPLICATIONS**

Ms P Solani Tel No: (021) 826-5789  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates may be required to undergo a practical test.

**CLOSING DATE** : 11 December 2020

**POST 27/254** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**  
Red Cross War Memorial Children's Hospital

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

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital  
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. A post-basic nursing qualification with duration of at least 1-year qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate recognizable experience after obtaining the 1-year post basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary. Willingness to work weekends and public holidays. Competencies (knowledge/skills): NIMART training or experience. Current proof of prescribing and dispensing licence. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service. Ability to assess, manage and ensure safe disposal of children in an Emergency Centre. Ability to triage patients according to SATS. Ability to assess and manage wounds. Appropriate Paediatric Nursing care experience.

**DUTIES** : To see children presenting in the Emergency Centre: Assess, manage and safely discharge/refer children and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Provision of comprehensive and cost-effective patient care. Triage Queue Management. Link with the community structures and NPO's. Collect data and submit reports. Participate in FBU and M&M Meetings on a monthly basis.

**ENQUIRIES APPLICATIONS** : Ms M Franken Tel No: (021) 658-5187  
Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 11 December 2020

**POST 27/255** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X2 POSTS)**  
West Coast District

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

**CENTRE REQUIREMENTS** : Citrusdal PHC Clinic and Wupperthal PHC Clinic  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post basic with duration of at least 1-year qualification in Curative Skills in Primary Health Care accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. 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. Valid (Code B/EB) driver's licence. 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms M Sandt Tel No: (022) 921-2730/4  
**APPLICATIONS** : Please submit your application for the attention of Ms M Sandt to the Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/256** : **QUALITY ASSURANCE MANAGER**  
Chief Directorate: Metro Health Services

**SALARY** : R376 596 per annum  
**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a Health environment. Managerial experience. Inherent requirement of the job: Valid Code (B/EB) divers licence. Competencies (knowledge/skills): Computer literacy/skills (MS Word, Excel and Power Point), Project and Risk Management will be an added advantage. Knowledge in Total Quality Management, Occupational Health and Safety and Infection Prevention and Control. Management of adverse incidents / Patient Safety incidents. Knowledge of Health, Legislative framework and National Core Standards. Current registration with the relevant health professions Council related fields after registration. Sound interpersonal, managerial, communication and leadership skills. Good verbal and writing skills in at least two of the three official languages of the Western Cape. Analytical strategic thinking and creativity functioning independently with the ability to capture, interpret and report on relevant data.

**DUTIES** : Formulate Policies and Strategies for quality improvement and drive implementation thereof providing expert guidance and support for the implementation of Quality Assurance. Effective co-ordination, control, monitoring and evaluation of Quality Improvement, Risk Management, Occupational Health and Safety and Infection Prevention and Control programs, in line with Health policies and the implementations, monitoring and assist with continuous assessment of the National Core Standards to achieving compliance providing Technical support to Executive Management and all departments. Co-ordinate interventions aimed at improvement of the Patient Experience and respond to Consumer enquiries to ensure that prescribed policies and guidelines are adhered to participate in projects aimed at improvement and sustaining of customer care and patient advocacy. Support, identify and promote staff education, quality improvement and development initiatives to ensure continuous quality assurance and customer care training thereby to analyse trends from reports and develop plans for quality improvement. Collect and analyse data and provide technical reports for internal and external stakeholders to ensure total quality management in the hospital. Ensure effective leadership, implementation and management of Quality Assurance program of the hospital through efficient operational planning, compliance, audits, engagements, support, reports, and records.

**ENQUIRIES** : Mr D Binza Tel No: (021) 360-4520  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020



**POST 27/257** : **COMMUNITY LIAISON OFFICER**  
Central Karoo District

**SALARY** : R316 791 per annum  
**CENTRE** : Central Karoo District Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience with community development, project management or NPO sector. Inherent requirements of the job: Valid driver's licence (Code B) and willingness to travel. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Good written and verbal skills in at least two of the three official languages of the Western Cape. Good communication and presentation skills, to be able to work independently and as part of team. Good coordination skills, project management skills and training skills. Computer literacy.

**DUTIES** : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the communities and health in order to realize community participation in Health. Overall coordination and monitoring of the on-going activities within the committees and community structures within the Central Karoo District in order to build healthy communities (Wellness & events). Assist and support with the establishment and implementation of clinic committees/statuary structures. Consolidate and prepare all relevant reports.

**ENQUIRIES** : Ms A Jooste Tel No: (023) 414-3590  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/258** : **SENIOR STATE ACCOUNTANT**  
Head Office, Cape Town

**SALARY** : R316 791 per annum  
**CENTRE** : Directorate: Management Accounting (Bellville Health Park, Bellville)  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience. Appropriate experience using tools for report generation (MS Excel, Word, Access and SQL). Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, Access and SQL. Solid understanding of accounting software and their utilisation in report-generation. Skills in Research and analytical thinking, the ability to analyse information, solve problems and to prepare complex reports. Firm understanding of cost accounting principles and techniques. Excellent interpersonal relations and conflict resolution. The ability to work co-operatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to manage subordinates. Advanced Excel skills e.g. the ability to program excel. Ability to analyse information and work with figures.

**DUTIES** : Personnel budget management and reporting based on various principles derived from standard management accounting techniques. Maintenance of databases through basic queries. Extraction, testing and clean-up of data to ensure data integrity. Execute research, analyse financial and non-financial information to create various integrated reports for management and other decision makers, with regular reporting to various monitoring and evaluation committees. Training and assistance to hospital staff on financial models. Supervise subordinates (performance management, discipline and development).

**ENQUIRIES** : Mr J de Beer Tel No: (021) 815-8610  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. Short listed candidates must be prepared to do a test as part of the evaluation process.  
**CLOSING DATE** : 11 December 2020

<b><u>POST 27/259</u></b>	:	<b><u>PERSONAL ASSISTANT (X2 POSTS)</u></b> Head Office, Cape Town
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Directorate: Management Accounting, Belville Health Park (Belville, Cape Town) (X1 Post), Directorate: Finance, Head Office, Cape Town (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Senior Certificate with an appropriate post matric Secretarial or Office Management Qualification of a minimum duration of 12 months. Experience: Appropriate experience as Personal assistant/Office Manager. Inherent requirements of the job: Willingness to travel. Willingness to work after hours. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Secretarial and Office Management. Document and spreadsheet compilation. Proficient in Excel, MS Word, PowerPoint, Outlook Office. Excellent interpersonal, administrative organisational skills. Ability to function in a team. Ability to interact with people at all levels of society. Ability to analyse numbers and read reports.
<b><u>DUTIES</u></b>	:	Render a secretarial/office management service to the manager (front office management, typing, filing, excel reports/graphs, drawing up PowerPoint presentations, etc). Provide diary management and meeting support to the manager (arrange meetings and travel arrangements, taking minutes, collation of documents, etc). Provide administrative support to the manager (collate/compile reports, manage leave registers, co-ordinate training, etc). Provide finance and supply chain support to the manager (processing of claims, procurement of standard items, management of petty cash).
<b><u>ENQUIRIES</u></b>	:	Ms J Tubb Tel No: (021) 483-5490
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. A competency test will form part of the interview process.
<b><u>CLOSING DATE</u></b>	:	11 December 2020
<b><u>POST 27/260</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL: CLINICAL NURSING TRAINING)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	Grade 1: R256 905 per annum (PN-A2) Grade 2: R315 963 per annum (PN-A3) Grade 3: R383 226 per annum (PN-A4)
<b><u>CENTRE</u></b>	:	Khayelitsha District Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: <b>Grade 1:</b> None after registration as a professional nurse with SANC in General Nursing. <b>Grade 2:</b> Minimum of 10 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. <b>Grade 3:</b> Minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional nurse with the South African Nursing Council in General Nursing. Inherent requirements of the job: Must be prepared to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<b><u>DUTIES</u></b>	:	Facilitate and teach the clinical programs developed for the clinical areas in the general nursing. Facilitate the in-service training/updating of skills and competencies as well as the orientation programme for nurses in the general nursing. Evaluate/assess the competencies and skills of nursing personnel. Effective management of clinical teaching programs in the general nursing. Ensure the accompaniment of nursing personnel. Effective Management and utilisation of human resources.
<b><u>ENQUIRIES</u></b>	:	Ms G. Mashaba Tel No: (021) 360-4511/4408

- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://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** : 11 December 2020
- POST 27/261** : **ARTISAN PRODUCTION: GENERAL ENGINEERING (MEDICAL GAS)**  
Groote Schuur Hospital
- SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum
- CENTRE REQUIREMENTS** : Groote Schuur Hospital  
Minimum educational qualification: Appropriate trade test certificate in the Mechanical or Millwright Fields. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Working outside of normal office hours. Being available in case of emergencies. Fit and able to work in confined spaces. Competencies (knowledge/skills): Ability to do maintenance to Medical Gas, Gas and Compressor Infrastructure. Computer literacy with the ability to write Specifications. Multitask and skills in Project Management and Medical Gas Field.
- DUTIES** : Provide planning for the Medical Gas Division and the equipment maintenance under the Medical Gas Division's control. Collect, log, and track repair requisitions. Assist in ordering and controlling the workshop materials, gasses and tools. Manage all contractors, contracts and liaise with Engineering. Keep record of all repairs and perform the necessary administrative functions. Liaise with all relevant personal in ensuring Groote Schuur Hospital is within regulations and with service providers and agents to manage quotations and maintenance. Liaise, evaluate, investigate, monitor and advise on suitability of equipment, costs of repairs and running cost of equipment. Clean areas where work has been carried out.
- ENQUIRIES** : Mr. R van Schalkwyk Tel No: (021) 404-6289/Mr. D Smith Tel No: (021) 404-6201
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)
- NOTE** : Shortlisted candidates will be subjected to a practical test. No payments of any kind is required when applying for this post. Candidates who previously applied for this position are encouraged to reapply
- CLOSING DATE** : 11 December 2020
- POST 27/262** : **ARTISAN PRODUCTION GRADE A TO C (PLUMBING)**  
Chief Directorate: Metro Health Services
- SALARY** : Grade A: R190 653 per annum  
Grade B: R224 574 per annum  
Grade C: R262 176 per annum
- CENTRE REQUIREMENTS** : Khayelitsha District Hospital  
Minimum educational qualification: Appropriate Trade Test Certificate in Plumbing. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work irregular hours (eg: overtime, after hours, standby duties and weekends and attend to emergencies when required). Competencies (knowledge/skills): Good communication skills in two of the

- three official languages of the Western Cape. Ability to manage the Workshop independently. Sound knowledge in terms of the requirements of the Machinery and Occupational Health and Safety Act.
- DUTIES** : Maintenance and repair of all plumbing repairs at Khayelitsha District Hospital under the supervision of the Chief Artisan. Maintain and repair plumbing installations and equipment at the institution. Assist with and oversee general repairs and maintenance for other building and drain matters. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Chief Artisan with their duties.
- ENQUIRIES** : Mr L Petersen Tel No: (021) 360-4705
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 December 2020
- POST 27/263** : **ADMINISTRATION CLERK: ADMISSIONS (X2 POSTS)**  
West Coast District
- SALARY** : R173 703 per annum
- CENTRE** : Louwville Clinic (X1 Post)  
Hanna Coetzee Clinic (X1 Post)
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (Word, Excel and Power Point) and data capturing skills. Working experience with patient and information electronic systems PHCIS, ETR.net, Tier.net, Ideal Clinic, Sinjani etc. Excellent filing and recordkeeping skills. The ability to accept accountability and responsibility and to work independently and in a multi-disciplinary team. Good verbal and written communication skills and ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Act as first contact point for facility and managing the reception point, manage telephonic and client communication and responsible to make appointments. Keep records, file and retrieve folders, trace old folders, compile new folders and destruct folders. File patient folders, documents on a daily basis and handle all general administration duties. Maintain and schedule patient appointments. Do daily statistics and compile monthly statistics. Act responsible with regards to service ethics, norms and standards.
- ENQUIRIES** : Ms AR Louw Tel No: (022) 709-5066
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 11 December 2020
- POST 27/264** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (TRANSIT)**  
Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
- CENTRE** : Metro TB Hospital Complex
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience Supply Chain Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge & 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. Strong analytical skills and problem-solving abilities. Must be computer literate and have knowledge of related procurement systems. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : Demand and acquisition of goods/services. Ensure audit compliance. Internal control. Effective warehouse management of stock levels. Effective management of the transit area. Support supervisor.
- ENQUIRIES** : Ms JJ Jooste Tel No: (021) 508-8340

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 11 December 2020

**POST 27/265** : **ADMINISTRATION CLERK: SUPPORT**  
Overberg District

**SALARY** : R173 703 per annum

**CENTRE** : Swellendam Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in a patient administration environment. Inherent requirement of job: Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Computer literacy (Ms Word and Excel) and data capturing. Knowledge of Hospital Fees Memorandum 18. Knowledge of Clinicom/Delta 9. Excellent communication skills (verbal and written) in at least two of the three official languages in the Western Cape. Reception, registry and records management skills.

**DUTIES** : Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Record keeping, file and retrieve folders, trace old folders, compile new folders and destruct folders. Collate patient statistics with facility records, capture and submit. Effective assistance and support to supervisor, colleagues and other institutions.

**ENQUIRIES** : Ms Y Yenzela-Mhlaba Tel No: (028) 514 8400

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 11 December 2020

**POST 27/266** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Garden Route District

**SALARY** : R173 703 per annum

**CENTRE** : Knysna Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience Appropriate Human Resource Management experience in the Public sector. Appropriate experience regarding the PERSAL salary system. Inherent requirement of the job: Knowledge of the PERSAL salary system. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint). Ability to interpret legislation and directives. Knowledge and experience of PERSAL and their relevant functions.

**DUTIES** : Perform all administrative duties pertaining to personnel administration, e.g. appointments, resignations, transfers, pension administration, salary administration, leave, distribution of payslips, debt management and verify documents and qualifications. Responsible for capturing transactions on PERSAL. Audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars. Assist with all other administrative functions in the Personnel component.

**ENQUIRIES** : Ms AL Borchers Tel No: (044) 3028474

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 11 December 2020

**POST 27/267** : **TELKOM OPERATOR**  
Red Cross War Memorial Childrens Hospital

**SALARY** : R145 281 per annum

**CENTRE** : Red Cross War Memorial Childrens Hospital

**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in operating an

electronic switchboard/PABX, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

**DUTIES** : Handle all outgoing and incoming calls. Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Page and SMS all staff who carries pagers and speed dial. Check that the pager system and broadcasting system is functioning properly. Send and receive calls via the 2-way radio. Broadcast staff and information via broadcast system. Report all faults to Supervisor.

**ENQUIRIES** : Ms S Cupido Tel No: (021) 6585452  
**APPLICATIONS** : Please submit your application for the attention of Ms T Nqola to the Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/268** : **LINEN STORES ASSISTANT**  
 Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Lentegour Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in handling of clean and dirty linen within a health environment. Inherent requirements of the job: Willingness to do manual labour and assist in other departments when required. Must be able to count well. Valid Code B/EB drivers licence. Competencies (knowledge/skills): 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** : Collect dirty linen from wards. Receive clean linen, count and issue clean linen to wards. Counting of linen. Keep linen area and storeroom clean and tidy. Washing of patients clothes.

**ENQUIRIES** : Mr J Wessels Tel No: (021) 370 -1344  
**APPLICATIONS** : The Chief Executive Officer: Lentegour Hospital, Private Bag X4, Lentegour, Mitchell's Plain, 7785.

**FOR ATTENTION** : Mr T Twalo  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/269** : **PORTER**  
 Chief Directorate: Rural Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including nightshift, weekends and public holidays. Must be of sober habits, physically fit to lift patients from/onto beds, trolleys, vehicles, wheelchairs and heavy equipment. Prepared to handle corpses (deceased bodies). Prepared to work in all departments / wards in hospital. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Knowledge of the safe infection prevention methods. Ability to work under pressure, unsupervised and in a team context.

**DUTIES** : Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/ treatment areas and assist with shifting of medical equipment. Effective and efficient control of equipment and reporting any defects of trolleys and wheelchairs to supervisor.

Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

**ENQUIRIES** : Ms GP Storm Tel No: (021) 860-2844  
**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag x3012, Paarl, 7620.  
**FOR ATTENTION** : Mr K Cornelissen  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/270** : **FOOD SERVICES AID (X5 POSTS)**  
Groote Schuur Hospital

**SALARY** : R102 534 per annum  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Experience of the Cook-Chill System. Experience with patient service.ie. Ward hostess. Inherent requirement of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of a physical nature. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function within a team and work under pressure. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs course.

**DUTIES** : Utilise the Cook Chill System, prepare, cook, plate and regenerate and serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Recipes and Menus. Clean and maintain the kitchen area and equipment and adhere to health and safety regulations. Communicate with patients and Kitchen staff and feedback problems and recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

**ENQUIRIES** : Ms AS van Schalkwyk Tel No: (021) 404-4042  
**APPLICATIONS** : Please submit your application for the attention of Mr MS Benjamin to the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

**POST 27/271** : **FOOD SERVICES AID (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Stikland Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale Food Service Unit. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, occupational health, Hazard Analysis and Critical Control Points (HACCP) and safety principles. The ability to read, speak and write in two of the three official languages of the Western Cape.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms J Walters Tel No: (021) 940-4575  
**APPLICATIONS** : Please submit your application for the attention of Mr CR Solomons to The Chief Executive Officer, Stikland Hospital, Private Bag X13, Bellville, 7530.  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 11 December 2020

## DEPARTMENT OF SOCIAL DEVELOPMENT

**CLOSING DATE** : 14 December 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 27/272** : **PERSONAL ASSISTANT: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 99/2020**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to senior management. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Financial administration; Proven computer literacy; High level of reliability; Ability to act with tact and discretion; Self-management and motivation; Good grooming and presentation; Good telephone etiquette; Written and verbal communication skills.

**DUTIES** : Provide a secretarial/receptionist support service to the Chief Director; Render administrative support service; Provide support to the Chief Director regarding meetings; Support the Chief Director with the administration of the Chief Director's budget; Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms L Goosen at Tel No: (021) 202 9251  
**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 27/273** : **REGISTRY CLERK: LOGISTICAL SERVICES (METRO EAST- SOMERSET WEST) REF NO: DSD 97/2020**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Work in registry; Proven computer literacy; Written and verbal communication skills.

**DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

**ENQUIRIES** : Mr CW Ceaser at Tel No: (021) 812 0921  
**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 27/274** : **ADMINISTRATION CLERK: SOCIAL WELFARE AND RESTORATIVE SERVICES REF NO: DSD 98/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Department of Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant work experience Competencies: Knowledge of the following: Clerical duties; Data capturing; Collecting stats; Proven computer literacy; Written and verbal communication skills; Planning and organization skills; Interpersonal relations skills.

**DUTIES** : Render general clerical support services; Record, organise, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide personnel administration clerical support services within the component; Arrange travelling and accommodation; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.

**ENQUIRIES APPLICATIONS** : Ms L Goosen at Tel No: (021) 202 9251  
: 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 TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE NOTE** : 14 December 2020  
: 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 27/275** : **DEPUTY DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 42/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive salary package)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 6 years' experience in the policy and research/ built environment; 3 years management level experience; A valid code B (or higher) driving licence. Recommendation: A Post graduate qualification in Planning or Policy Development related field; Experience in futures research, complexity science and systems thinking. Competencies: Extensive working knowledge of the following: National, Provincial, Local and Departmental policies, prescripts and practices regarding multi-sector infrastructure, research and planning methodology; Public Policy Analysis; Global, regional and local political, economic and social affairs impacting on infrastructure planning; Programme and Project Management; Strategic, Financial and Human Resource and Project and Programme Management skills; Ability to work under pressure and meet tight deadlines; Complex report writing skills; Planning, mediation, negotiation and punctuality; Excellent communication (written and verbal) and facilitation skills; Proven computer literacy; Planning and organising skills.

**DUTIES** : To research and analyse the Public and Private Sector Policy Environment and alignment to Infrastructure Programmes; To review and develop Infrastructure Policy Directives within the mandate of the Department; Develop Infrastructure Reports and manage the development of integrated infrastructure Plans derived from the Western Cape Infrastructure Framework; plan and coordinate research on strategic infrastructure policy issues; Support strategic planning

structures with appropriate policy formulation and implementation; Provide strategic support to the policy agenda of key strategic public and private partners; Effective and efficient Strategic, Human Resource and Financial Management practices.

**ENQUIRIES** : Mr N Rahbeeni at Tel No: (021) 483 5557  
**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 27/276** : **DEPUTY DIRECTOR: PROFESSIONAL DEVELOPMENT REF NO: TPW 113/2020**

**SALARY** : R733 257 per annum (All-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3 years middle management level experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant skills development legislation; Public Service; Programme/project management, research and planning procedure; Public service reporting procedures; Human Capital Management and Development; Financial Management; The following skills: Management; Planning & Organisational; Project Management; Facilitation; Financial management; Ability to interpret and apply policy; Policy formulation; Report writing and formulation; Proven computer literacy; Human capital planning/management/development; Communication (written and verbal) skills; Problem solving & analytical skills.

**DUTIES** : Act as a programme manager for the various projects derived from the bursary programme in line with provincial and departmental strategic objectives and national and provincial government regulatory framework; Manage the establishment and maintenance of intergovernmental relations with other spheres of Government; Conduct research on the needs and/or requirement of academic institutions, labour market and operational needs of the Department in respect of built and engineering; Manage, evaluate and monitor the effectiveness and efficiency of the programme in relation to compliance to legislative and regulatory framework; Develop and manage service level agreements related to contracts; Render line administrative support services; Participate in strategic management.

**ENQUIRIES** : Ms FS Rayi at Tel No: (021) 483 9834  
**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 27/277** : **MECHANICAL ENGINEER: (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: GENERAL REF NO: TPW 70/2020**

**SALARY** : Grade A: R718 059 - R766 278 per annum  
Grade B: R809 631 - R872 220 per annum  
Grade C: R925 734 - R1 090 458 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification; Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer (proof of payment must be submitted with application); A valid code B driving licence. Competencies: Contract documentation and administration; Act/regulations of Occupational Health and Safety (OHS) Act; National Building Regulations and all relevant built environment legislation; Research and development; Decision-making and team leadership; Financial Management; Programme and Project Management ; Built environment especially regarding mechanical engineering design and analysis in the construction of office and public transport facilities; Computer supported design of buildings and services; Design of different mechanical systems; Knowledge of: Wet service systems; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Procurement processes; Proven computer literacy (MS Office and mechanical engineering design packages); Communication (written and verbal) and

- technical report writing skills; People Management skills; Professional judgement; Ability to work under pressure, meet deadlines and in a team; Conflict management.
- DUTIES** : Initiative in planning and execution; Cost effective solutions; Development of tender specifications; Ensuring that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Acceptance of responsibility and management of financial resources; Ensure adherence to regulation and procedures for procurement and personnel administration; Monitor and control expenditure and reporting on expenditure and service delivery; Communications; management of human resources and quality of work; Supervise the engineering work and processes; Administer performance management and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.
- ENQUIRIES** : Mr H. Bouwer at Tel No: (021) 483 5052
- 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 27/278** : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ELECTRICAL/MECHANICAL (EDUCATION INFRASTRUCTURE) REF NO: TPW 59/2020**
- SALARY** : Grade A: R718 059 - R766 278 per annum  
Grade B: R809 631 - R872 220 per annum  
Grade C: R925 734 - R1 090 458 per annum  
(Salary will be determined based on post registration experience as per OSD prescript)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate Engineering Degree (B Eng/BSc (Eng)) or relevant qualification; Three years post qualification experience in electrical/mechanical engineering/project management; Compulsory registration with ECSA as a professional engineer; A valid code B driving licence. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal); Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.
- DUTIES** : Execution and oversight over delivery of Infrastructure projects in a government context including: Project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Project Cost Management ;Contract Management including; Project Resource assignment and management; Information Management; Stakeholder Management; Project scheduling and time management and manage day-to-day operational aspects of a project and scope, creating and executing project work plans and revise as appropriate to meet changing needs and requirements subject to the approval of the Programme Manager; Liaise and interact with services providers, client and management under the guidance of the Programme Manager.
- ENQUIRIES** : Mr O Geduldt at Tel No: (021) 483 7851
- 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 27/279** : **MECHANICAL ENGINEER (PRODUCTION LEVEL): PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 228/2019 R2**
- SALARY** : Grade A: R718 059 - R766 278 per annum

Grade B: R809 631 - R872 220 per annum  
 Grade C: R925 734 - R1 090 458 per annum  
 (Salary will be determined based on post registration experience as per OSD prescript)

**CENTRE REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
 : An appropriate Engineering Degree [B Eng/BSc (Eng)] or relevant qualification;  
 Three years post qualification engineering experience required; Compulsory registration with ECSA as a professional engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A valid code B driving licence. Recommendation: Experience of contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation. Competencies: Technical knowledge as follows: Programme and Project Management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Knowledge of public sector procurement; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial Management; Customer focus and responsiveness; Communication (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (MS Office); Planning and organising; Conflict Management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Ability to work under pressure; Willingness to undergo a security clearance.

**DUTIES**

: Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

**ENQUIRIES APPLICATIONS**

: Ms Jodie Thomas at Tel No: (021) 483 2004  
 : 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 27/280**

: **ARCHITECT (PRODUCTION LEVEL): HEALTH INFRASTRUCTURE REF NO: TPW 114/2020**

**SALARY**

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

**CENTRE REQUIREMENTS**

: Department of Transport and Public Works, Western Cape Government  
 : B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid code B driving licence. Recommendation: Experience in the following: Contract documentation and administration. Competencies: Knowledge in the following: Act/regulations of Occupation

		Health and Safety (OHS Act); National Building Regulations; SANS and all relevant built environment legislation; Programme and project management; Research and planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Leadership skills; Written and verbal communication skills; Ability to work under pressure and meet deadlines.
<b><u>DUTIES</u></b>	:	Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract data and information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisation; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management and payment processes.
<b><u>ENQUIRIES</u></b>	:	Mr L Binkowski at Tel No: (021) 483 3237
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 27/281</u></b>	:	<b><u>ENGINEERING TECHNICIAN (PRODUCTION LEVEL): MECHANICAL REF NO: TPW 46/2019 R2</u></b>
<b><u>SALARY</u></b>	:	Grade A: R311 859- R332 799 per annum Grade B: R353 226 - R380 775 per annum Grade C: R402 045 - R473 574 per annum (Salary will be determined based on post registration experience as per OSD prescribed)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	3-year National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years' post qualification technical (engineering) experience. A valid code B driving licence. Recommendation: The ability to monitor and manage a prescribed maintenance programme for mechanical equipment in the road maintenance fleet. Competencies: The ability to: Evaluate and recommend offers according to specifications; Communicate all levels of management; Control budgetary costs; Proven computer literacy; Have broad understanding in all relevant aspects of the mechanical section and road construction; The ability to investigate technical problems and to find practical solutions; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Render technical services: Assist engineers, technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant stakeholders on engineering related matters.
<b><u>ENQUIRIES</u></b>	:	Mr H Strydom at Tel No: (021) 483 2130
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 27/282</u></b>	:	<b><u>REGIONAL FOREMAN: CONSTRUCTION AND SPECIALISED AND ROAD MAINTENANCE REF NO: TPW 108/2020 (X2 POSTS: REGION 2)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years appropriate experience in road construction or similar environment; A valid code B (or higher) driving licence. Recommendation: Working experience in: Building, maintenance and reparations of roads; Operating of minor construction machines; Civil construction activities. Competencies: Knowledge of the following: Standards and procedures, Administrative processes, Disciplinary measures and Legislation; Ability to interpret and give instructions; Supervisory skills.

**DUTIES** : Leading the execution of road construction/ road maintenance operations; Provide training to staff in work methods; Assist in the undertaking of operational planning for the road transport network in the Garden Route & Central Karoo regional area; Ensure that materials used are correct and/or in sufficient quantities; Undertake daily and weekly inspections; Supervise the road works and enforce discipline; Handle emergency situations; Ensure that all road reserves are safe and according to standards; Handle applications regarding fences along roads; Supervision personnel; Ensure that: Deadlines are met, Safety precautions adhered to; Planning and maintenance of activities by personnel towards the strategic and physical protection of the proclaimed provincial road network.

**ENQUIRIES** : Mr. F.M Lotz at Tel No: (044) 272 6071

**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 27/283** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: TPW 109/2020**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) with mathematics and/or accounting; A minimum of 6 years relevant experience within the finance sphere. Recommendation: A valid (Code B) driving licence; Willingness to travel as required; Qualification or completed course within Financial Management. Competencies: Knowledge of the following: BAS (Basic Accounting System) Financial System or similar systems; Public Finance Management Act, National/ Provincial/ Treasury Instructions and prescripts; Proven computer literacy (MS Office); Written and verbal communication skills; Problem solving and decision making skills; Project Management skills.

**DUTIES** : Supervise and coordinate the activities to bookkeeping and banking service; Capturing of journals entries and authorizing of all payment transactions, receipts on Basic Accounting System (BAS) and stand-in for LOGIS payments; Maintain registers inclusive of, but not limited to travel and subsistence, catering and entertainment; Clear asset and liability accounts; Maintain the petty cash and keep record of all revenue transactions; Retain financial information as per prescripts and in response to audit requests and communications; Make operational recommendations on submissions, delegations, standard operating procedures (SOP's), fraud and corruption, risks; Manage and supervise team discipline, performance and quality of work.

**ENQUIRIES** : Ms M Barnard at Tel No: (044) 272 6071

**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 27/284** : **ROAD WORKER REF NO: TPW 112/2020 (X11 POSTS AT VARIOUS LOCATIONS)**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Ability to read and write (Basic Literacy)/ Adult basic education and training (ABET). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

**DUTIES** : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may

**ENQUIRIES**  
**APPLICATIONS**

include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

- : Mr D Plaatjies at Tel No: (044) 272 3699
- : 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, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered

**NOTE**

- : To apply, 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 post 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.