

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

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 18 January 2021
- 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 POST**

- POST 28/226** : **CONTROL SCIENTIFIC TECHNICIAN: PLANT SCIENCES (RANGELAND SCIENCE) REF NO: AGR 65/2020**
- SALARY** : Grade A: R446 202 per annum (as per OSD prescripts)
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate tertiary qualification (National Diploma/B-Degree) in Rangeland Science or with Rangeland Science as a major subject; Registration with SACNASP as a Certificated Natural Scientist; A minimum of 6 years' post qualification technical (scientific) experience; A valid (code B) driving licence. Recommendation: Experience as/in: Research technician in the Western Cape arid rangelands; Indigenous seed production. Knowledge of: Arid rangeland species and Rangeland management in the Western Cape. Competencies: Knowledge of the following: Arid rangeland species and rangeland management in the Western Cape; Extensive livestock grazing systems; Settings, calibration and basic maintenance of appropriate equipment and implements used in rangeland science and indigenous seed production; Experience with: Indigenous seed production; Detailed planning in execution of timely data gathering; Good communication skills (verbal and written); Proven computer literacy (MS Office); Ability to work well within a team; Good organising and coordination skills.
- DUTIES** : Oversee, develop and implement methodologies, policies, systems and procedures; Provide strategic leadership on technical scientific matters; Lead the coordination and development of databases, procedures and regulatory frameworks; Technical management of research and development in arid rangeland research; Human capital development; Operational management of research farm (Veld Reserve); Conduct research and development; Management of personnel; Take on the responsibility as a Centre Coordinator for the entire research farm; Manage technical facilities, sustainable resource management and planning; Manage, monitor and safe guard data and dissemination of data to clients; Manage technical support for scientific research; Perform administrative functions.
- ENQUIRIES** : Ms A. Swanepoel at Tel No: (021) 808 5320

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 11 January 2021
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical

exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

#### **MANAGEMENT ECHELON**

- POST 28/227** : **HEAD OF DEPARTMENT: CULTURAL AFFAIRS AND SPORT REF NO: CAS 32/2020**
- SALARY** : R1 521 591 per annum (Level 15) (All-inclusive package to be structured to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance.
- CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government  
: Appropriate Postgraduate Degree (NQF 8); Minimum of 8 years' senior management experience, 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996. Competencies: Knowledge of the following: latest advances in public management theory and practice, modern systems of governance and administration, policies of the government of the day, global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape, Constitutional, legal and institutional arrangements governing the South African public sector, inter-governmental and international relations, communications, media management, public relations, public participation and public education. Strong conceptual, interpretive and formulation skills. Strong leadership, team building and interpersonal skills. Exceptional planning, organizing and people management skills. The ability to multitask, deal with ambiguity and manage change in an ever-changing environment and under pressurized circumstances.
- DUTIES** : Transform, develop and promote cultural affairs (including Library and Archive Services) and optimise social behaviour through sport and recreation. Promote the advancement of artistic disciplines into viable opportunities in the Province. Manage the development of sustainable library and information services as well as the development of sustainable archives services. Drive the development and implementation of the Provincial Cultural Affairs and Sport Strategy as well as the departmental strategic planning processes. Evaluate the performance of the department on a continuous basis against pre-determined key measurable objectives and standards. Ensure that sound people and financial management practices are adhered to in the department. Facilitate delivery through sound administration and the engagement of all spheres of government and social partners.
- ENQUIRIES** : Ms LS Esterhuysen Tel No: (+27 21 483 5856 / 083 629 3244)

## DEPARTMENT OF COMMUNITY SAFETY

### MANAGEMENT ECHELON

- POST 28/228** : **MANAGER: SAFETY STRATEGY IMPLEMENTATION REF NO: CS 23/2020**  
(3-Year Contract)
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving licence. Recommendation: Violence prevention expert, understanding the complexities and integration between local, provincial and national spheres of government and external service providers in designing and implementation of Violence prevention strategies and interventions; Experience in the design of violence prevention programmes; Violence prevention initiatives at a local level. Design multi-stakeholder violence prevention strategies through area-based safety teams. Competencies: Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; Knowledge of the following: Performance tracking and monitoring and evaluation systems; Knowledge of innovation and transformation; Constitutional, legal and institutional arrangements as they pertain to the WCG Safety Plan; Provincial policy development processes; Policies of the government of the day; Legislation governing provincial and local government; Strategic and project management; Human resources management function; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Innovation, problem solving and analysis skills.
- DUTIES** : Support the Executive Steering Committee to coordinate the safety plan objectives, coordinate the Law Enforcement Advancement Plan (LEAP) and area based teams in prioritised high crime areas; Ensure strategic development and alignment; Facilitate Systems and processes to ensure the implementation of strategic initiatives related to safety; Monitor and report on progress of safety priorities; Relationship Management and engagement with safety and violence prevention partners; Implementation and coordination of safety interventions; Oversee, develop and co-develop programmes to improve service delivery of the Safety Plan; Monitor and evaluation through evidence based research and reporting on the impact of the deployment of the Law Enforcement Officers; Project and Programme Management; Strategic Management; People Management; Financial Management including the active participation in the budgeting process.
- ENQUIRIES** : Mr J Brandt at Johan.Brandt@wcpo.gov.za
- 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>
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that

potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

**CLOSING DATE**

: 11 January 2021

**OTHER POST**

**POST 28/229**

: **ASSISTANT DIRECTOR: POLICY MONITORING REF NO: CS 22/2020**  
4-Year Contract

**SALARY**

: R376 596 per annum (Level 09), plus 37% in lieu of service benefits

**CENTRE**

: Department of Community Safety, Western Cape Government

**REQUIREMENTS**

: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher qualification); A minimum of 3 years' relevant experience in a policing, law enforcement or similar working environment; A valid code 8 driving licence. Recommendation: Experience of monitoring and evaluation of police performance. Competencies: Knowledge in the following: Monitoring and evaluation of performance (police performance); Financial Management; Human Resource Management; Project Management; Data interpretation and data analysis; Doing presentations and writing reports; Skills: Interpret and apply relevant policies and procedures; Applying technology; Budgeting skills; Continuous improvement; Diversity management; Communication and Information Management; Planning and organising.

**DUTIES**

: Execute in loco inspections at police business units with the intent to do the following: Contribute towards the development of performance indicators to evaluate SAPS; Assist with the cooperation with CSPS and other stakeholders; Collect and analyse data on performance indicators; Analyse the competence and capacity of the police service to identify problems and shortcomings; Execute the monitoring and evaluation of the allocation, distribution and utilisation of human and other resources for policing; Conduct assessments to determine the effectiveness and efficiency of the Police Service; Contribute towards the effectiveness and efficiency by managing resources appropriately.

**ENQUIRIES**

: Ms Donelle Reid - Donelle.Reid@westerncape.gov.za

**APPLICATIONS**

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**CLOSING DATE**

: 18 January 2021

**DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**CLOSING DATE**

: 18 January 2021

**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 28/230** : **STATE ACCOUNTANT: ASSURANCE SERVICES (INTERNAL CONTROL) REF NO: DEDAT 23/2020**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)  
: Department of Economic Development and Tourism, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 1 year relevant experience in an Internal Control or Governance environment. Recommendation: A valid code B (or higher) driving licence. Competencies: Knowledge in the following: Financial Norms and Standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Risk Management frameworks, Internal Control tools and techniques; Communication (written and verbal) skills; Ability to analyse, conceptualise and implement policy; Computer proficiency in MS Office (Word, Excel and PowerPoint); Planning, organising and presenting skills.

**DUTIES** : Ensure proper governance: Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Render advice on policy development (i.e. SCM); Render assurance services; Evaluate the effectiveness of financial prescripts (inspections); Conducting audits / inspections, drafting reports, communicating findings and ensuring the implementation of corrective measures and preventative controls; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Co-ordinate capacity building initiatives and fraud prevention on behalf the department.

**ENQUIRIES APPLICATIONS** : Ms M. Abrahams at Tel No: (021) 483 9138  
: 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 28/231** : **SUPPLY CHAIN MANAGEMENT PROCUREMENT CLERK REF NO: DEDAT 22/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Department of Economic Development and Tourism, Western Cape Government  
: Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data; Collecting statistics; Legislative framework governing the Public Sector; Procedures in terms of the working environment; Written and verbal communication skills; Planning and organising skills; Proven computer literacy; Client liaising.

**DUTIES** : Render asset management clerical support: Compile and maintain records (e.g. asset records/databases); Check and issue furniture, equipment and accessories to components and individuals; Identify redundant, non-serviceable and obsolete equipment for disposal; Verify and Update and maintain asset register and supplier (including contractors) database; Physical Asset Verification. Render demand and acquisition clerical support: Register service providers and suppliers on Logis or similar system; Request and receive quotations; Capture specification on the electronic purchasing system; Place purchase orders for services and goods; Issue and receive bid documents; Provide secretariat or logistical support during the bid consideration and contracts conclusion process; Compile draft documents as required. Render logistical support services: Receive and verify goods from service providers and suppliers; Capture details of goods and services in registers, and databases; Receive and process requests for goods and services from of end-users; Issue goods to end users; Maintain goods orders and contract register; Update and maintain register of suppliers and service providers.

**ENQUIRIES** : Mr L. Segers at Tel No: (021)483 2517

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

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING**

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

**CLOSING DATE** : 11 January 2021

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**MANAGEMENT ECHELON**

**POST 28/232** : **DIRECTOR: DEVELOPMENT FACILITATION REF NO: EADP 41/2020**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive package to be structured to be structured in accordance with the rules for SMS).

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

**REQUIREMENTS** : An appropriate B-Degree (NQF 7) as recognised by SAQA; Professional Registration required, either with the South African Council for Planners (SACPLAN) or the Environmental Assessment Practitioners Association of South Africa (EAPASA); 6 Years' of experience at middle/senior managerial level; Successful completion of the Certificate for entry into the SMS (Senior Management Service) prior to appointment: The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before the candidate may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details are available at: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>; A valid driver's license. Recommendation: An appropriate B-Degree (NQF 7) or higher qualification in natural or physical sciences or development planning will serve as a recommendation. Competencies: Knowledge of/competent in respect of the following: provincial executive support systems and services; good corporate governance norms and standards; public policy analysis and development processes; strategic capability and leadership including strategy development; financial management; management and monitoring and review; latest advances in public management theory and practice; modern systems of governance and

administration; service delivery and innovation; client orientation and customer focus; people management and empowerment; change management; knowledge management; problem-solving and analysis; policies of the government of the day; global, regional and local political, economic, social and environmental 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, and public participation. Proven experience in conducting in-depth research and developing reports and business cases outlining and risks, insights and opportunities. Strong conceptual, interpretive and formulation 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. High level communication, interpersonal, conflict resolution and consultation skills.

**DUTIES**

: To strategically and operationally ensure the effective, efficient and economic management of the Directorate Development Facilitation that is responsible for mainstreaming sustainable development in municipalities and other organs of state through the provision of an all-encompassing development facilitation service: Providing land use management and planning, and environmental management advisory services to municipalities, provincial government departments and national government departments, and to selected private sector sustainable development projects; Facilitating the coordination and cooperation between organs of state in the consideration of land use management and environmental management applications; Facilitating the resolution of land use management and environmental management related conflicts as it pertains to municipalities, provincial government departments and national government (and State-Owned Enterprises), and to selected private sector sustainable development initiatives; The provision of support with the Municipal Integrated Development Planning (IDP) and Local Government Expenditure Committee (LGMTEC) processes; Coordinating DEA&DP's involvement in the municipal Integrated Development Planning (IDP) and Local Government Medium Term Expenditure Committee (LGMTEC) processes; Assisting with the drafting of IDPs and the related sector plans by ensuring the mainstreaming of development planning such as growth management planning information, infrastructure planning information, and scenario planning information, etc. into IDPs; Assisting with adherence to the relevant legislative requirements in terms of specific sector plans, and facilitating alignment (intra- & inter-municipal, intra- & inter-provincial, and between municipal, provincial and national government); Coordinating the development and implementation of the DEA&DP capacity building strategy with regard to land use management and planning, and environmental management; The coordination and management of special programmes and projects; Report to the Head of Department/Accounting Officer and Chief Director on a regular basis on the activities of the Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it; Ensure that sound people management practices are adhered to in the Directorate by participating in and actively managing key areas to include recruitment, training, performance management, information capacity building, labour relations, and workforce planning; and 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**

: Mr Gerhard Gerber Tel No: (083) 226 9127

**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 28/233** : **HEAD CLINICAL UNIT: GRADE 1 (MEDICAL: CHILD PSYCHIATRY)**

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

**CENTRE REQUIREMENTS** : Red Cross War Memorial Children's Hospital, Rondebosch  
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Child Psychiatry. Registration with a professional council: Registration with the HPCSA as Medical Sub-specialist in Child Psychiatry. Experience: A minimum of 3 years appropriate experience after registration as Medical Sub-Specialist in Child Psychiatry. Inherent requirement of the job: The successful incumbent will be required to work overtime. Competencies (knowledge/skills): Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels in Child Psychiatry. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Knowledge in Child Psychiatry including direct clinical care, supervision of others, management of teams.

**DUTIES** : In charge of Child Psychiatry services at Red Cross War Memorial Children's Hospital and Metro West platform, reporting to the Head of the Department of Psychiatry of the University of Cape Town. Supervision and leadership of the Child and Adolescent Psychiatry Unit to provide excellent clinical service delivery, a strong teaching and training program and relevant research. Liaise with paediatric specialties at RCCWMH and with clinicians in the community to provide comprehensive Child Psychiatry services. Responsible for the teaching and training program of under- and postgraduate students in psychiatry. Responsible for all management activities, including the Functional Business Unit, in order to maintain the quality of outputs while ensuring optimum utilisation of fiscal and human resources. Initiate, undertake and supervise relevant research in Child Psychiatry including the supervision of MMED mini dissertations. Support to the HoD of Psychiatry and Mental Health, including chairing a Dept Committee or equivalent.

**ENQUIRIES** : Prof D Stein: dan.stein@uct.ac.za or Dr AN Parbhoo Tel No: (021) 658-5430

**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** : 08 January 2021

**POST 28/234** : **DEPUTY DIRECTOR: GRADE 1 (MEDICAL BIOLOGICAL SCIENCE)**  
(6 Month Contract)

**SALARY** : Grade 1: R857 559 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: Appropriate qualification that allows registration with the South African Pharmacy Council as a Radiopharmacist (MSc in Radiopharmacy / Nuclear Medicine). Registration with a professional council: Registration as a Radiopharmacist with the South African Pharmacy Council. If applicable, proof of application for registration including payment of the necessary fees will be accepted. Experience: Appropriate experience in Hospital Radiopharmacy. Competencies (knowledge/skills): Strong ethical principles and relevant radiopharmaceutical and radiochemical skills. Theoretical and practical knowledge of radiopharmacy, radiochemistry and pharmaceutical chemistry. Experience in radiosynthesis and radiolabelling and quality control of conventional and PET diagnostic and therapeutic radiopharmaceuticals. Leadership,



interpersonal, organisational skills, ability to work in a team and ability to maintain confidentiality. Ability to communicate effectively in at least two of the three official languages of the Western Cape. Ability to compile written protocols, instructions, and reports. Ability to independently write scientific papers for publication in peer reviewed journals. Computer literacy, including relatively high level of competence with MS Word, MS PowerPoint and MS Excel. Experience in postgraduate teaching in Radiopharmacy. Work experience should include Good Manufacturing Practice or Good Radiopharmacy Practice. Extensive experience in radiolabelling of both alpha- and beta-emitter based therapeutic radiopharmaceuticals for clinical usage. A minimum of 2 years' experience in postgraduate teaching. Proven research track record.

**DUTIES** : Ensure effective Radiopharmacy service and supervision of Radiopharmacy personnel. Performing complex radiopharmaceutical synthesis and quality control procedures falling in the scope of a pharmacist. Participating in Divisional management tasks including optimal and effective use of radiopharmaceuticals. Teaching and training (including research supervision) of MMed and MSc students as well as international fellows in Nuclear Medicine. Participating in Radiopharmacy research and supporting research work in the Division. Providing specialist advice to Nuclear Medicine and Radiopharmacy practitioners locally and nationally.

**ENQUIRIES** : Prof A Ellmann at [ae1@sun.ac.za](mailto:ae1@sun.ac.za)  
**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** : 08 January 2021

**POST 28/235** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (DERMATOLOGY) (6/8TH POST)**  
(3-Year Contract)

**SALARY** : Grade 1: R829 530 (6/8th) per annum  
 Grade 2: R948 468 (6/8th) per annum  
 Grade 3: R1 100 739 (6/8th) per annum  
 (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Dermatologist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Dermatologist. **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Dermatology. **Grade 2:** A minimum of 5 years' appropriate experience after registration with the HPCSA or recognised foreign Health Professional Council in respect of a foreign qualified employee as a Medical Specialist in Dermatology. **Grade 3:** A minimum of 10 years' appropriate experience after registration with the HPCSA or recognised foreign Health Professional Council in respect of a foreign qualified employee as a Medical Specialist in Dermatology. At least have two publications in peer reviewed journals. Experience in under-graduate and post-graduate teaching for dermatology students. Appropriate research and publication experience.

**DUTIES** : Perform out-patient clinic work. Do ward rounds. Supervise, teach and train junior personnel, postgraduate students and MMed and Mphil candidates including registrars. Initiation of research programmes and active participation in research. Assist in management functions at Departmental and Divisional level. Perform administrative and medico-legal duties.

**ENQUIRIES** : Dr W Visser Tel No: (021) 938-9322 or [wvisser@sun.ac.za](mailto:wvisser@sun.ac.za)  
**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** : 08 January 2021

**POST 28/236** : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**  
 Chief Directorate: Metro Health Services

**SALARY** : Grade 1: R713 361 per annum

Grade 2: R832 398 per annum  
Grade 3: R966 039 per annum  
(A portion of the package can be structured according to the individual's personal needs).

**CENTRE  
REQUIREMENTS**

: Eerste River Hospital  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist (Clinical). Registration with a professional council: Current registration with the (HPCSA) as Psychologist (Clinical) (Independent Practice). Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist 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 16 years' relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid Code EB/B drivers license. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to connect with people and communicate about emotional issues. Ability to function as part of a multidisciplinary team to promote the overall well-being of clients. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, e.g. the Mental Health Care Act and the Child Care Act.

**DUTIES**

: Develop, train, manage and provide evidence-based individual, group- and family-based psychological services within the in- and out-patient acute service platform of the hospital. To provide diagnostic assessment and therapeutic interventions for both in-patients and out-patients. Interventions include short-term supportive psychotherapy, CBT, or containment work, as well as liaising with relevant service providers and making appropriate referrals for the management of patients following discharge. Contribute a psychological perspective to the work of the multi-disciplinary team. Perform administrative tasks associated with the clinical work. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa.

**ENQUIRIES  
APPLICATIONS**

: Dr F Serfontein Tel No: (021) 831-0221  
: 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 with the relevant council (including individuals who must apply for change in registration status)".

**CLOSING DATE**

: 08 January 2021

**POST 28/237**

: **ASSISTANT MANAGER NURSING (SPECIALTY UNIT: OPERATING THEATRE)**

**SALARY  
CENTRE  
REQUIREMENTS**

: R614 991 per annum (PN-B4)  
: Tygerberg Hospital, Parow Valley  
: Minimum educational qualification: Basic R425 qualification (i.e diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical

Nursing Science: Operating Theatre Nursing. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Experience: A minimum of 10 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy in Word, and Excel. Good organisational skills and the ability to function in a team and under pressure. Knowledge of relevant legislation and policy related to this nursing specialty. Strong leadership and good interpersonal communication skills. Nursing Management skills.

**DUTIES** : The candidate will be responsible for management and co-ordination of clinical nursing care in a theatre setting. Effective management and utilisation of Human and Financial Resources to ensure optimal clinical operational function and cost saving in the area. Manage training, orientation, learning, professional growth & development and participation in research within the clinical theatre environment. Support / deputise for the Head of Nursing in Theatre and support the Nursing Services and the institution.

**ENQUIRIES** : Ms FCG Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](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** : 08 January 2021

**POST 28/238** : **ASSISTANT DIRECTOR: MEDICAL TECHNOLOGY: GRADE 1**

**SALARY** : Grade 1: R517 326 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration as Medical Technologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as Medical Technologist in appropriate field of Clinical Pharmacology. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Technologist. Competencies (knowledge/skills): Additional BSc Honours in Pharmacology after Medical technology qualification would be advantageous, as would experience with analytical work using HPLC and/or LC-MS. Familiarity with ISO15189 and GCLP quality systems and ability to co-ordinate and drive accreditation process with the aim of implementation in 2021. General management experience of a Clinical Pharmacology laboratory and client and supplier relations. Good analytical, basic computer, communication and group skills. Management and coordination of medical technologists and analytical service during and after hours, and willingness to perform duties during and after-hours.

**DUTIES** : Assist and supervise in daily routine laboratory procedures. Effective communication and collaboration with the Head of Division, Clinical consultants and registrars, Clinical Pharmacology Laboratory Quality Manager and Stellenbosch University Analytical Laboratory management. Manage compliance of staff to a quality assurance system to ensure analytical results of a high standard. Manage the effective administration of Clinical Pharmacology laboratory service and laboratory personnel. Participate in research in accordance with divisional goals. Render a support service to the medical staff by performing diagnostic laboratory tests in a Clinical Pharmacology laboratory offering therapeutic drug monitoring and toxicology analysis.

**ENQUIRIES** : Dr T Kellermann Tel. No: (021) 938-9281/ Mr Jan de Bruyn Tel. No: (021) 938-9333  
**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** : 08 January 2021

**POST 28/239** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)**  
Garden Route District

**SALARY** : Grade 1: R383 226 per annum  
Grade 2: R471 333 per annum  
(Plus a non-pensionable rural allowance of 8% of basic annual salary)

**CENTRE REQUIREMENTS** : Breede Valley PHC and Support Outreach  
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license Competencies (knowledge/skills) Good psychosocial- and health assessment skills. Knowledge of Mental Health Legislation and Psychopharmacology. Good problem-solving, communication, interpersonal, planning and organisational skills. Fluency in at least two of the three official languages of the Western Cape and knowledge in the use of clinical equipment and control of budget levels.

**DUTIES** : Actively participate as a specialist nurse in the provision of acute and chronic mental health care to clients of all age groups at Primary Health Care facilities in the different Sub-districts. Make bio-psychosocial health assessments that are culturally sensitive. Design and implement treatment plans and critically evaluate outcomes. Engage in case management activities such as organising, accessing, negotiating, coordinating and integrating services. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers.

**ENQUIRIES APPLICATIONS** : Ms L Phillips-Losch Tel No: (023) 348-8100  
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 required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

**CLOSING DATE** : 08 January 2021

**POST 28/240** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X3 POSTS)**  
West Coast District

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

**CENTRE** : Hanna Coetzee CDC (X1 Post)

		Saldanha Bay Sub-district (X1 Post) Diazville CDC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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 the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A Minimum of 14 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Valid (Code B/EB) drivers license. 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.
<b><u>DUTIES</u></b>	:	Treatment of patients on Primary Health Care level with regards to Curative Services, Communicable Diseases, Mental Health and Chronic Diseases within the scope of practice. Render effective child and school health services, including the integration of nutritional services, within the scope of practice. Render effective Women's Health including Antenatal services within the scope of practice. Management and execution of all relevant HAST Programmes (TB, STI and HIV/AIDS). Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. To be an advocate for patients to ensure the provision of quality Health Care necessary.
<b><u>ENQUIRIES</u></b>	:	Ms AR Louw Tel No: (022) 709-5066
<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. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment in 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 applications/on appointment"
<b><u>CLOSING DATE</u></b>	:	08 January 2021
<b><u>POST 28/241</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u></b> <b><u>(CLINICAL NURSE TRAINING)</u></b> Cape Winelands Health District
<b><u>SALARY</u></b>	:	Grade 1: R383 226 per annum (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<b><u>CENTRE</u></b>	:	Hanna Coetzee CDC (X1 Post) Saldanha Bay Sub-district (X1 Post) Diazville CDC (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic qualification, with duration of at least 1-year 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: <b>Grade 1:</b> A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic

qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Relevant knowledge, skills and experience in training and practical accompaniment and knowledge of the Skills Development Act, Skills Development Strategy and policies and practices related to Skills Development. Computer literacy in the MS Office Package and ability to communicate in at least two of the three official languages of the Western Cape. Experience in Primary Health Care, NIMART, PACK Trainer/ Mentor.

**DUTIES** : Coordinate and facilitate the development of learning opportunities for all nursing personnel. Training of nursing and other health professionals. Facilitate training and updating of skills specifically regarding Primary Health Care Package of Care. Evaluate and assess the competencies and skills of nursing personnel. Mentoring and Coaching of primary health care staff and Sub-District Nurse trainers.

**ENQUIRIES** : Ms R Balie Tel No: (023) 348-8122  
**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 in 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 applications/on appointment"

**CLOSING DATE** : 08 January 2021

**POST 28/242** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT**  
Directorate: People Strategy

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year diploma/degree preferably in Behavioural/Social Sciences/ Industrial Psychology. Experience: Appropriate experience with large-scale organisational change initiatives. Appropriate managerial experience. Appropriate experience in working in multidisciplinary complex environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel and work extended hours. Competencies (knowledge/skills): Good leadership and organisational skills. Analytical and Systems Thinking skills. Good communication and coaching skills. Excellent writing skills. Able to work under pressure, be flexible and experience in working with senior managers. Good project management and facilitation skills. Knowledge of Change Management Methodologies.

**DUTIES** : Coordinate and facilitate the implementation of the Departmental Change Management and Transformation strategy/program. Provide advice and guidance relating to change management principles and methodologies. Provide appropriate support to system wide impact analysis of strategic change initiatives in the organization. Provide integrated, professional and effective management of organisational change, incorporating stakeholder management, impact assessment and development of relevant tools and methodologies. Design and deliver change management interventions and facilitate related development training. Coordinate the management of contracts regarding Service Providers for identified change initiatives. Ensure the maintenance of databases relating to change management programs. Coordinate, monitor and report on change progress. Execute financial and administrative functions. Effective utilisation and management of staff.

**ENQUIRIES** : Ms J Manuel Tel No: (021) 483-3096  
**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 competency test will form part of the selection process.

**CLOSING DATE** : 08 January 2021

**POST 28/243** : **PROGRAMME COORDINATOR: CLINICAL TRAINING (E-LEARNING)**  
 Directorate: People Development, People Development Centre, Plumstead

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of Online/E- Learning. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's license. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of Online Learning/E-Learning. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (Online Learning/E-Learning). Develop appropriate clinical training courses to meet identified skills gap (Online Learning/E-Learning). Facilitate the implementation of clinical training courses (Online Learning/E-Learning). Monitor, evaluate and report on training interventions (Online Learning/E-Learning). Effective stakeholder engagement. Effective and efficient use of resources.

**ENQUIRIES** : Ms E Joubert Tel No: (021) 763-5320  
**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** : 08 January 2021

**POST 28/244** : **PROGRAMME COORDINATOR: CLINICAL TRAINING (WOMEN'S HEALTH)**  
 Directorate: People Development, People Development Centre, Plumstead

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of Women's Health. Appropriate experience in adult education and curriculum design. Inherent requirement of the job: Valid code (B/EB) drivers license. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of Women's Health. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (Women's Health). Develop appropriate clinical training courses to meet identified skills gap (Women's Health). Facilitate the implementation of clinical training courses (Women's Health). Monitor evaluate and report on training interventions (Women's Health). Effective stakeholder engagement. Effective and efficient use of resources.

**ENQUIRIES** : Ms E Joubert Tel No: (021) 763-5320  
**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** : 08 January 2021

**POST 28/245** : **PROGRAMME COORDINATOR: CLINICAL TRAINING (HAST/HIV/AIDS/STI/TB PROGRAMME)**  
Directorate: People Development, People Development Centre, Plumstead

**SALARY** : R376 596 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Health related qualification, registrable with South African Nursing Council (SANC) or Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in public health sector and/or private health sector. Appropriate experience in the field of HIV/TB and STI. Appropriate experience in adult education and curriculum design. Inherent requirements of the job: Valid code (B/EB) driver's licence. Willingness to travel and work overtime. Competencies (knowledge/skills): In-depth knowledge and understanding of the public health sector and adult education practices. In-depth knowledge and understanding of HIV/TB/STI. Ensure that clinical training design, framework and educational pathway of health care workers are delivered as determined by service training needs and service design. Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Ability to work independently, under pressure, unsupervised and in a team context.

**DUTIES** : Facilitate the development of in-service clinical training strategy for all categories of DOH health professionals (HAST). Develop appropriate clinical training courses to meet identified skills gap (HAST). Facilitate the implementation of clinical training courses (HAST). Monitor evaluate and report on training interventions (HAST). Effective stakeholder engagement. Effective and efficient use of resources.

**ENQUIRIES** : Ms E Joubert Tel No: (021) 763-5320  
**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** : 08 January 2021

**POST 28/246** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)**  
Directorate: Financial Accounting

**SALARY** : R316 791 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: A 3-year B-Degree qualification in Accounting/Auditing or audit experience in an accounting/auditing environment with appropriate experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Inherent requirement of the job: A valid code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations), Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS) Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of BAS, LOGIS and support systems will be an added advantage.

**DUTIES** : Responsible for the review and consolidation of financial inputs used in the compilation of Annual and Interim Financial Statements of the Department of Health. Maintain Head Office disclosure notes Audit File. Analyse and advise on changes in the Departmental Financial Reporting Framework Guide relating to relevant disclosure notes. Analyse and advise in respect of the relevant Accounting Standards. Consolidate disclosure re note inputs. Check and verify monthly Disclosure Note Reporting. Compile and develop procedures and policies iro AFS/IFS requirements. Answering of Audit enquiries. Human Resource Management and Monitoring.

**ENQUIRIES** : Ms LA Mars Tel. No: (021) 483-4209



- 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 may be required to do a computer literacy test and presentation as part of the evaluation process.
- CLOSING DATE** : 08 January 2021
- POST 28/247** : **PRINCIPAL PERSONNEL OFFICER**  
Directorate: People Practices and Administration: Section WCA and Transversal HR Practices
- SALARY** : R257 508 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Ability to deal with high volumes of work and to work under pressure. Excellent verbal and written communication skills. Computer skills and experience of Microsoft Office.
- DUTIES** : The successful candidate will undertake supervisory functions as well as the performance management of the section and will be responsible for COIDA administration and transversal matters that will include the following: Administer all aspects of Injury on Duty. Ensure effective application of COIDA cases. Administer capturing of applications on CompEasy and maintain COID in-house programme. Provide COIDA stats to various role-players. Assist with COIDA training and information sessions to various Institutions/Districts. Liaise with various role players (internal and external). Overtime, commuted overtime, resettlement costs, acting and other allowances. Applications for foreign travel and sabbatical leave. Handle telephonic and written enquiries as well as rendering advice and support to line managers.
- ENQUIRIES** : Ms O Ruiters Tel No: (021) 483-5711
- 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. Candidate who are shortlisted for interviews will be expected to complete a practical test.
- CLOSING DATE** : 08 January 2021
- POST 28/248** : **PERSONAL ASSISTANT**  
Directorate: Infrastructure Programme Delivery (Norton Rose House, 8 Riebeeck Street, Cape Town)
- SALARY** : R257 508 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent) with typing as major subject plus Secretarial Diploma or Office Management qualifications with a minimum duration of twelve (12) months. Experience: Appropriate experience in rendering a support service to senior management. Appropriate LOGIS experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office Package). Good communication skills (verbal and written) in at least two of the three official language of the Western Cape. Good planning and organisational skills, including office management.
- DUTIES** : Render a secretarial support service to the Director i.e. diary management, administrative support and records management. Render administrative support services including procurement of goods and services. Provide support to the Director regarding meetings including minute taking. Support the Senior Manager

with the administration of the budget. Support the Senior Manager with the administration of all Human Resource Management aspects. Render an administrative support service to staff within the Directorate.

**ENQUIRIES** : Ms L Spieringshoek-Martins Tel No: (021) 483-6154  
**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 may be requested to undertake practical and/or a competency test.  
**CLOSING DATE** : 08 January 2021

**POST 28/249** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (QUALITY ASSURANCE)**  
Directorate Health Impact Assessment

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Matric with appropriate Higher Certificate (NQF Level 5) in Administration or Business environment (or equivalent. Experience: Appropriate administrative and data management experience within a health service and/or business environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound knowledge of Microsoft Word and Excel. Knowledge of provisioning and procurement administration. Knowledge of the Procurement Policies and Procedures. Ability to draw reports from a central database and generate pivot tables. Ability to communicate both in writing and verbally in at least two of the three official languages of the Western Cape. Ability to work independently and take initiative as well as the ability to work effectively as part of a team.

**DUTIES** : Rendering of Administrative function of the Sub-directorate Quality Assurance. Identifying required items and facilitating procurement of Goods and Services by the PA. Management of the expenditure for the Sub-Directorate Quality Assurance. Management of Meetings, Workshops and Conferences. Accurate statistical reports on the Quality of Service Delivery. Administrative Support to Management and Directorate.

**ENQUIRIES** : Mr N Mavela Tel No: (021) 483-3316  
**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** : 31 December 2020

**POST 28/250** : **ADMINISTRATIVE OFFICER: PROFESSIONAL SUPPORT (STATUTORY STRUCTURES SUPPORT)**  
Directorate: Professional Support Services

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate recognised Higher Certificate (NQF 5) in Administration or Business-related field. Experience: Appropriate experience in data management or administration or business environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Strong business orientation with broad experience in managing information. Strong organizational skills. Sound knowledge of current legislation. A high level of computer literacy. Excellent interpersonal and communication skills (written and verbal). Ability to work co-operatively with colleagues and stakeholders at all levels of authority. Ability to analyse and interpret data and information relevant to health services. Relational Skills for Collaboration and Teamwork.

**DUTIES** : To effectively co-ordinate key activities to support the implementation of statutory structures (Hospital Boards, Clinic Committees, District Health Councils), also including support to the Mental Health Review Board and Independent Health Complaints Committee. To communicate with various stakeholders (Head Office Managers, Ministry of Health, Health Services Offices, Health Facilities plus external stakeholders). Managing large volumes of data and databases related to support provided to ensure that statutory structures are constituted and functional. Writing/ drafting reports on the status of the constitution and functioning of statutory

structures in line with relevant legislation. Performing general administrative duties, as requested by management.

**ENQUIRIES** : Mr M Kanzi/Ms R Isaacs Tel. No: (021) 483-4535 / 021 483-0860

**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. The person appointed to this position will be subjected to a security clearance and possibly a competency assessment test.

**CLOSING DATE** : 31 December 2020

**POST 28/251** : **ARTISAN PRODUCTION: GRADE A TO C (PRODUCTION/ELECTRICAL)**  
Garden Route District

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

**CENTRE** : Swellendam- and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)

**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Grade A: No experience after obtaining the relevant Trade Test Certificate. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willing to perform standby duties and attend to emergency breakdowns after hours. Competencies (knowledge/skills): Conversance with the requirements of the OHSACT (Act 85 of 1993). Ability to speak in at least two of the three official languages of the Western Cape. Computer literacy. Problem solving and analysis skills combined with production and process knowledge.

**DUTIES** : Maintain and repair electrical and mechanical installations and equipment. Supervise, compile, monitor, evaluate and inspect planned, scheduled, maintenance plans and projects in terms of specifications, work schedules and standard operating procedures. Supervise and control over equipment, stock, materials and tools used within the workshop. Supervise staff, including training, divisional work schedules and completed job cards. Plan and design new installations and alterations. Support to supervisor.

**ENQUIRIES** : Mr D Brecht Tel No: (028) 514-8443

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

**CLOSING DATE** : 08 January 2021

**POST 28/252** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**  
Garden Route District

**SALARY** : R173 703 per annum

**CENTRE** : Oudtshoorn Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent) Experience: Appropriate experience in Human Resources that include Salary Administration, Service Conditions, Personnel Management, Pension Administration, PERSAL or Related salary administration system and Recruitment and Selection. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound Knowledge of HRM Policies and Practices, Public Service Act, Public Service Regulations, Collective Agreements regarding personnel- and salary administration. Computer literate (i.e. MS office package, e-mail and internet). Ability to meet deadlines and to maintain confidentiality.

**DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly payslips and debt management and also verify documents. Responsible for capturing transactions on PERSAL and audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel

data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOEE, Appointment and service terminations. Assist staff, supervisor, management and members of the Public with regard to Human resource and Personnel matters. Provide an effective support service to supervisor (i.e. relief duties and attending meetings).

**ENQUIRIES** : Mr AJ Lee Tel No: (044) 203-7219  
**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** : 08 January 2021

**POST 28/253** : **ECM SCANNING OPERATOR (X3 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R145 281 per annum  
**CENTRE** : Mitchells Plain District Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM).

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

**ENQUIRIES** : Mr A Moses Tel No: (021) 377-4497/ M Bloomberg Tel No: (021) 377-4440  
**APPLICATIONS** : The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lenteguur, Private Bag X9, Mitchell's Plain Hospital, 7789.

**FOR ATTENTION** : Ms CC Johnson  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/254** : **HOUSEHOLD AID (X4 POSTS)**

**SALARY** : R102 534 per annum  
**CENTRE** : Alexandra Hospital  
**REQUIREMENTS** : Basic numeracy and literacy. Experience: Appropriate experience in household/ cleaning environment in a hospital environment. Inherent requirements of the job: Willingness to work weekends, overtime, Public Holidays, Night duty. Adherence to food management policies and practices and the serving of meals to patients. Competencies (knowledge/skills): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Communication in at least two of the three official languages of the Western Cape.

**DUTIES** : Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing, refuse removal. Perform general household aid duties such as control of cleaning and household equipment, and the care and control of linen. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Support to housekeeping supervisor and adhere to policies and cleaning practices.

**ENQUIRIES** : Ms RA Fisher Tel No: (021) 503-5077  
**APPLICATIONS** : The Chief Executive Officer: Alexandra Hospital, Private Bag X1 Maitland 7405.  
**FOR ATTENTION** : Ms P Mokhoso  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/255** : **CLEANER**

**SALARY** : R102 534 per annum  
**CENTRE** : Bishop Lavis Community Health Centre  
**REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift/move heavy equipment and supplies. Must be willing to render a shift service on weekends, public holidays, day and night and duties; and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills) Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape.

**DUTIES** : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls). Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist the Logis Clerk with the offloading/unpacking of stock when necessary. Attend training sessions where applicable.

**ENQUIRIES** : Ms E Mtshali Tel No: (021) 934 6129  
**APPLICATIONS** : The Director: Northern /Tygerberg Sub-structure Office, Nurses Home, Karl Bremer Hospital, Private Bag X1, Bellville 7535.

**FOR ATTENTION** : Ms A Kader  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/256** : **TRADESMAN AID**  
Garden Route District

**SALARY** : R102 534 per annum  
**CENTRE** : Oudtshoorn Sub-district (Stationed at Oudtshoorn Hospital)  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience to carry out maintenance tasks. Appropriate experience in the handling of workshop tools. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to read and write written instructions. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.

**ENQUIRIES** : Mr A Roets Tel No: (044) 203-7267  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/257** : **PORTER**  
Garden Route District

**SALARY** : R102 534 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate porter experience, health environment experience will be further advantage. Inherent requirements of the job: Willingness to work shifts, overtime and ability to report for duty at 6:45 (weekends included). Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (Knowledge/skills): Ability to communicate in two of the three official languages in the Western Cape.

**DUTIES** : Accompany walking patients and transport sitting/non-walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Assist with the transfer of patients to beds/trolleys and vice versa. Responsible for the transportation of corpses from wards to the mortuary and entering details in the mortuary register and responsible for cleaning of mortuary. Direct or accompany visitors to various destinations and reply to requests from wards/clinics. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment and other admin areas.

**ENQUIRIES** : Mr SR Papa Tel No: (044) 203-7314  
**APPLICATIONS** : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION** : Ms S Pienaar  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/258** : **PORTER**  
Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Worcester Community Day Clinic, Breede Valley Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy skills. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Valid Professional driving Permit (PDP). Willingness to work with and handle patients. Physically fit to lift patients and heavy equipment. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal skills. Maintain confidentiality.

**DUTIES** : Ensure safe handling and transporting of patients, documents, specimens and medication. Ensure safe handling and delivering of all documents and assist Worcester Community Day Care staff with distribution of post, making copies/lamination and stock. Cleaning of specific equipment including distribution of Medical Gas. Maintenance of wheelchairs including counting and cleaning of them and do stock counting and keep the storeroom keys on request. Relieve the housekeeper in management of waste, crockery/cutlery, support service stock.

**ENQUIRIES** : Ms JA Olivier Tel No: (023) 348-4172  
**APPLICATIONS** : The Director, Cape Winelands District Office, Private Bag X3079, Worcester, 6849.  
**FOR ATTENTION** : Ms JB Salie  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/259** : **GENERAL WORKER (STORES ASSISTANT)**  
Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Drakenstein Sub-district  
**REQUIREMENTS** : Minimum requirement: Basic numeric and literacy skills. Inherent requirements of the job: Valid (Code B/EB) driver's license. Physically fit to handle heavy boxes. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape.

**DUTIES** : Check and receive of goods. Issue and delivery of stock to all facilities in Drakenstein Sub District. Assist Store Clerk with picking and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Cleaning of shelves and general Stores Area. Provide effective support to supervisor and colleagues.

**ENQUIRIES** : Ms A Cupido-Jacobs Tel No: (021) 877-6400  
**APPLICATIONS** : The Primary Health Care Manager: Drakenstein Sub District, Private Bag X3043, Paarl, 7620.  
**FOR ATTENTION** : Ms J Cecils  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/260** : **TRADESMAN AID**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience within the maintenance field. Appropriate experience with Workshop tools. Inherent requirements of the job: Willingness to travel. Physically fit to do manual labour. Competencies (knowledge/skills): Ability to handle tools, parts and materials Good interpersonal skills. Ability to speak effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety.

**DUTIES** : Carry out minor maintenance tasks. Assist with repairs and emergency breakdowns (including after hour's repairs). Assist with the installation of plant, equipment and alterations. Clear areas where work has been carried out. Ensure that tools and material are available when needed. Assist the Artisans in the execution of their duties.

**ENQUIRIES** : Mr L Petersen Tel No: (021) 360-4705  
**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.

**FOR ATTENTION** : Mr C Louw  
**NOTE** : No payment of any kind is required when applying for this post. Interns appointed in terms of the Assistant to Artisan (ATAS) are invited to apply.

**CLOSING DATE** : 08 January 2021

**POST 28/261** : **DRIVER (LIGHT DUTY VEHICLE)**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Khayelitsha District Hospital  
**REQUIREMENTS** : Minimum requirement: Basic reading and writing skills. Experience: Appropriate experience as a Driver. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's licence. Good physical health. Work overtime as per needs requirement and perform standby duties afterhours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills. Communication in at least two of the three official languages of the Western Cape.

**DUTIES** : Transport goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.

**ENQUIRIES** : Mr GE van Wyk Tel No: (021) 360-4635  
**APPLICATIONS** : Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Khayelitsha, 7780.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/262** : **FOOD SERVICES AID**  
Garden Route District

**SALARY** : R102 534 per annum  
**CENTRE** : Oudtshoorn Hospital & Sub-District  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak

and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES** : Ms Z Smith Tel No: (044) 203-7272

**APPLICATIONS** : Please submit your application for the attention of Ms S Pienaar to the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

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

**CLOSING DATE** : 08 January 2021

**POST 28/263** : **FOOD SERVICES AID**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Mitchells Plain District Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a milk kitchen/ food service environment. Appropriate experience in the preparation of a variety formulas/feeds. Appropriate experience in the packaging of utensils, feeding cups and linen for sterilization. Appropriate experience in the operation of an autoclave. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards and use the lifts. Ability to do work of physical nature. Competencies (knowledge/skills): Knowledge of processes required for the production of powdered infant and adult formulas/feeds. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills. Good communication skills.

**DUTIES** : Assist in the receipt and storage of all provisions and stock required for the milk kitchen. Calculate the amount of formula required for the day according to the orders placed, and in turn the amount of powdered formula required. Prepare, store and distribute formula feeds in the appropriate manner. Wash, pack and sterilize all utensils and feeding cups daily. Follow and adhere to Health and Safety prescripts. Follow standardised recipes. Follow and adhere to elementary control measures and standard operational procedures.

**ENQUIRIES** : Ms J De Goede Tel No: (021) 377-4561

**APPLICATIONS** : Please submit your application for the attention of Ms CC Johnson to the Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.

**NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.

**CLOSING DATE** : 08 January 2021

**POST 28/264** : **HOUSEHOLD AID**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Stikland Hospital

**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital/health facility environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Incumbent must be prepared to work shifts, on weekends and Public Holidays. Competencies (knowledge/skills): Ability to work in a team. Ability to communicate in at least two or three official languages of the Western Cape.

**DUTIES** : Execute household tasks in order to ensure a clean, hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all



toilets, packing of dirty linen for laundry and handling, transportation and disposal of medical and domestic waste generated in the hospital. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

**ENQUIRIES** : Mr M Gayiya Tel. No: (021) 940-4533  
**APPLICATIONS** : Please submit your application for the attention of Mr CR Solomons to the Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7535.  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 08 January 2021

**POST 28/265** : **HOUSEHOLD AID**  
Cape Winelands Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Ceres Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to work weekends, overtime, public holidays and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : (key result areas/outputs): Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

**ENQUIRIES** : Mr G Vermeulen Tel No: (023) 316-9604  
**APPLICATIONS** : Please submit your application for the attention of Mr W Owen to Ceres Hospital, Private Bag X54, Ceres, 6835  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted Candidates may be subjected to a practical test.  
**CLOSING DATE** : 08 January 2021

#### **PROVINCIAL TREASURY**

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

**CLOSING DATE** : 18 January 2021  
**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 POST**

**POST 28/266** : **PROCUREMENT SPECIALIST: (CLIENT SUPPORT AND SUPPLIER DEVELOPMENT SPECIALIST) PROVINCIAL GOVERNMENT SUPPLY CHAIN MANAGEMENT REF NO: PT 08/2020 R1 (X4 POSTS)**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Provincial Treasury, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance/Economics/Accounting/Law; A minimum of 3 years

experience as a Procurement and Supply Chain professional. Recommendation: A valid driving license; Experience in the following: Use of business intelligence Tools in procurement analysis; Supplier Development experience. Competencies: Knowledge of Supply Chain Management and Asset management legislation and policy framework and experience in providing advice, guidance and support in the implementation thereof; Understanding of the South African marketplace; Research and analysis (report writing) procedures; Written and verbal communication skills.

**DUTIES** : Development and implementation of provincial, Supply Chain Management and Asset Management Policy, Norms and standards; Provide capacity development and knowledge management services to internal and external stakeholders; Monitor, evaluate and enforce compliance to Supply Chain Management and asset management requirements; Provide strategic procurement support services to improve the performance and efficiency of the Supply Chain Management system including value for money and leveraged benefits in the province; Facilitate and arrange transversal contracts for the province.

**ENQUIRIES** : Ms N Ebrahim at Tel No: (021) 48347 /6645

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**CLOSING DATE** : 18 January 2021

**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 28/267** : **OFFICFE MANAGER: SOCIAL WELFARE AND RESTORATIVE SERVICES**  
**REF NO: DSD 100/2020**

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Department of Social Development, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years' experience in rendering executive support functions to top management. Competencies: Knowledge of the following: Public Service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual; Financial Manual; Administrative and financial management; Budget control and management; Procurement and tender administration; Human resource management; All aspects pertaining to line functions within the Department; Financial Management; Project Management; Managerial skills; Proven computer literacy; Witten and verbal communication skills.

**DUTIES** : Manage engagements: Ensure that the management support staff compiles programmes; Render line administrative support services: Develop and maintain systems in the office of the Chief Director's Office that will contribute towards improving efficiency in the office; Execute research, analyse information and compile complex documents for the Chief Director: Conduct research and compile comprehensive documents (not linked to a specific line function) for the Chief Director with regard to issues forthcoming from meetings; Provide Support to the Chief Director with regards to meetings; Screen documents to determine actions/information/documents required for the meeting; Manage resources of the of office of the Chief Director: Determine and collate information with regards to the budget needs of the office of the Chief Director; Remains up to date with regards to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director: Studies the

- relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
- 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>
- POST 28/268** : **SOCIAL WORKER: SOCIAL WORK SERVICES - KHAYELITSHA AND EERSTE RIVER) REF NO: DSD 105/2020 (X2 POSTS)**
- SALARY** : Grade 1: R257 592 – R298 614 per annum  
: Grade 2: R316 794 – R363 801 per annum  
: Grade 3: R384 228 – R445 425 per annum  
: Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).
- CENTRE REQUIREMENTS** : Department of Social Development, Western Cape Government  
: A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.
- DUTIES** : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.
- ENQUIRIES APPLICATIONS** : Mr F Gezwind at Tel No: (021) 812 0925  
: 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** : 18 January 2021  
**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 28/269** : **SENIOR PROJECT LEADER: PROGRAMME: SPECIAL PROJECTS REF NO: TPW 117/2020**

**SALARY** : R869 007 per annum (Level 12) (All-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 4 year B-degree (or higher qualification) in property development, project management or Town planning; A minimum of 5 years' experience in property development enablement; A valid driving licence. Recommendation: A registered built environment professional with experience in managing complex urban development projects at a senior level; Heritage experience and in particular experience in dealing with and obtaining RODs from Heritage Agencies; Ability to work in partnership with a range of stakeholders and with different spheres of government; Proven experience in engaging at a senior level; Experience in appointing and leading multi-disciplinary teams; Post graduate qualifications and additional studies in urban design and related fields; Project Management experience. Competencies: Knowledge of applicable legislation and regulatory requirements, policies and standards; Programme and Project Management; Technical proficiency; Financial Management; Applied strategic thinking; Proven computer literacy; Strong leadership skills; Communication (written and verbal) skills.

**DUTIES** : Leading the conceptualisation, planning and implementation of complex large-scale special projects; Perform technical enablement functions for properties identified for development in accordance with the applicable regulatory frameworks and strategic plans; Overseeing the management of a specialist team of professionals; Managing stakeholders; Change Management skills; Undertake research in support of special projects; Reporting and ensuring that up-to-date and accurate information is available; Ensure the effective, efficient and economical management, administration and control of resources and budgets allocated to the component and projects; Apply supply chain management prescripts, processes and procedures.

**ENQUIRIES** : Ms L Mabuntane at Tel No: (021) 483 5436/  
 Lindelwa.Mabuntane@westerncape.gov.za

**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 28/270** : **ASSISTANT DIRECTOR: BUILDINGS- EDUCATION INFRASTRUCTURE REF NO: TPW 60/2020**

**SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); 3 years appropriate experience in the building environment; A valid code B (or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Thorough understanding of procurement and documentation requirements of building /maintenance projects; Ability to work under pressure and meet deadlines; Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

**DUTIES** : Provide Project Management input to maintenance projects to ensure effective delivery; Manage and accurately report on the budget and milestones of maintenance projects; Prepare tender documentation and specifications; Oversee

and co-ordinate external PSP teams to carry out maintenance projects effectively; Ensure supervision and quality control is effectively carried out on projects.

**ENQUIRIES** : Mr G .Graham at Tel No: (021) 483 0576  
**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 28/271** : **ASSISTANT DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES**  
**REF NO: TPW 116/2020**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years' experience in a management and planning environment; A valid code B driving licence. Competencies: Knowledge of the following: Public policy analysis and public policy development process; Relevant legislative, regulations, policies and practices impacting the planning and delivery of infrastructure; Research and planning methodology; Ability to access resources; Communication skills (written and verbal); Clarity and coherence in responding to policy/research questions.

**DUTIES** : Assist with conducting high level research to promote the development of departmental and provincial policies, strategies and plans; Assist with conducting policy commentary and develop submissions to promote and support the development of national, provincial, local and departmental policies, strategies and plans; Strategic management (assist with planning for success and serving proudly together); Assist with stakeholder engagement regarding long term policy, strategy development and project implementation.

**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>