ANNEXURE P

PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

CLOSING DATE: 17 May 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 15/129: DEPUTY DIRECTOR: MUNICIPAL SUPPORT SERVICES, REF NO: CAS 07/2021

SALARY: R733 257 per annum (Level 11) (All-inclusive salary package)

CENTRE: Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3-years relevant middle management level experience. Recommendation: Working experience and knowledge of: Division of Revenue Act; National and Provincial Government budgetary processes; Municipal Accounting systems. Competencies: Knowledge of the following: Finance and budget; Human resources; Compilation of management reports; Reporting procedures; Project management; Administrative and Procurement and procedures; Departmental policies; Public Financial Management Act; Retrieval of information from different sources; Policy/objectives formulation. Skills: Conflict resolution; Problem solving; Planning and organising; Report writing; Communication (written and verbal).

DUTIES: Manage the following: Annual calculation Grant funding according to norms and standards; Manage expenditure of MSS unit budget; Establish, manage and coordinate financial monitoring mechanisms; Ensure that expenditure is in line with the budget plan; Monitor and evaluate municipal financial reports; Analyse and report on expenditure trends of municipalities; Supervise, represent and give input on MSS component in library service and Departmental strategic planning; Coordinate preparation and sign off MOA's consultation with municipalities; Human resource management of the MSS unit.

ENQUIRIES: Ms C. Sani at Tel No: (021) 483 2273

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.

WESTERN CAPE, GOVERNMENT
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 15/130: MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)
Chief Directorate: Metro Health Services

SALARY: Grade 1: R1 1060 40 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 487 651 per annum (A portion of the package can be structured according to the individual's personal needs)
CENTRE: Lentegeur Hospital

REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist in Psychiatry. Registration with a professional Council: Registration with the HPCSA as a Specialist in Psychiatry. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Psychiatry. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Psychiatry. Inherent requirement of the job: here is no obligation of after-hours duties. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Excellent team player. Strong record of clinical expertise, clinical governance, research, teaching and training at under and postgraduate levels. Excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills. Ability to supervise clinical training and teaching. Extensive experience in teaching, training and supervision of students, Registrars and Medical Staff.

DUTIES:
(key result areas/outputs): Provide specialist clinical services to inpatients and outpatients, including outreach services within the hospital catchment. Management of relevant clinical governance and administrative requirements. Leadership of a multi-disciplinary clinical team. Academic teaching, training and research (NB: The post is a joint appointment with the Department of Psychiatry, University of Stellenbosch). Other duties as assigned by the Head: Clinical Unit.

ENQUIRIES:
Dr RR Allen, via Mary.Jacobs@westerncape.gov.za

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

NOTE:
Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application on appointment. This concession is only applicable on health professionals whom apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE:
14 May 2021

POST 15/131:
PHARMACY SUPERVISOR: GRADE 1
Chief Directorate: Metro Health Services

SALARY:
R821 205 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Kraaifontein Community Health Centre

REQUIREMENTS:
Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. To be registered as Responsible Pharmacist with the SAPC when appointed. Preparedness to be registered as a tutor with the South African Pharmacy Council. Competencies (knowledge/skills): Appropriate knowledge of National and Provincial Health Policies and Pharmaceutical acts and laws. Ability to work accurately under pressure and maintain a high standard of professionalism. Sound Management, communication and conflict handling skills. Computer literacy.

DUTIES:
(key result areas/outputs): Take leadership in the pharmacy to establish a value driven pharmacy service and implement policies and guidelines in keeping with Batho Pele, SAPC and National Drug policy and National and Provincial treatment guidelines. Ensure adherence to minimum standards for dispensing as well as accessibility to medication and pharmaceutical care to
patients Manage, assess and monitor compliance wrt Good Pharmacy Practice, Ideal Clinic and National Core Standards. Effective monitoring of pharmaceutical expenditure, implementation and evaluation of budgetary control measures. Human Resource Management which includes tutoring of Pharmacist’s Assistants as well as development of pharmacy staff. Maintain and improve the quality of patient care as a member of the multi-disciplinary team within the primary healthcare setting.

ENQUIRIES : Ms C E Malan, Tel No: (021) 815-8876
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 May 2021

POST 15/132 : ASSISTANT MANAGER NURSING: (SPECIALTY: WOMEN AND CHILD HEALTH)
Chief Directorate: Metro Health Services

SALARY : R614 991 per annum (PN-B4)
CENTRE : Khayelitsha District Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science; Advanced Midwifery and Neonatal Nursing Science or Medical and Surgical Nursing Science: Child Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate / recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period above must be appropriate/recognisable experience in Advance Midwifery and Neonatology after obtaining the one year post basic qualification. At least 3 years of the period above must be appropriate / recognisable experience in Nursing Management. Inherent requirements of the job: Valid (Code B EB) driver’s licence. Ability and willingness to work shifts which may include after hour hospital cover (Night duty relief, weekends, public holidays) and overtime should the need arises. Willingness to deputise / stand in for Nursing Service Manager. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing service within the scope of practice and accepted nursing standards. Excellent negotiation, facilitation and communication skills (written and verbal). In depth knowledge and understanding of legal and ethical legislations, Acts and Policies related to nursing practice, Health Care, National Core Standards and the Public service. Basic computer literacy (MS Word, Excel and PowerPoint presentation).

DUTIES :
(key result areas/outputs): Coordination of optimal, holistic specialised nursing care provided within set standards and a professional/legal framework. Monitor and ensure proper utilisation of physical, human and financial resources. Coordination of the provision of effective training and research. Provide effective support to Nursing Department. Maintain professional growth / ethical standards and self-development.

ENQUIRIES : Ms G Mashaba, Tel No: (021) 360-4511 / 4408
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 14 May 2021

POST 15/133 : OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS
Chief Directorate: Metro Health Services

SALARY : R562 800 per annum (PN-A2)
CENTRE : Mitchells Plain District Hospital

REQUIREMENTS :
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years
appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Ability and willingness to assist with after-hours hospital cover including weekends, public holidays, night duty relief and overtime should the need arise. Ability to work under pressure and in a multi-disciplinary team context. Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Nursing and Child Act. Regulations and policies related to Nursing practices, Mother and Child Health, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

**DUTIES**

(key result areas/outputs): Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance – develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection and analysis. Service delivery – facilitate effective unit management to achieve client’s healthcare needs and service delivery targets as per Department, institution and Unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

**ENQUIRIES**

Ms A Brown, Tel No: (021) 377-4410

**APPLICATION**

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**

14 May 2021

**POST 15/134**

 OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

West Coast District

**SALARY**

R562 800 per annum

**CENTRE**

Malmesbury CDC

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Registration with a professional Council: Registration with the SANC as Professional Nurse and Midwife (proof of current registration to be submitted). Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to nursing with the public sector and basic computer literacy (proof must be attached or mention in C.V). Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, conflict resolution skills and have the ability to function independently as well as part of a multi-disciplinary team. Good organisational skills and the ability to function under pressure.

**DUTIES**

(key result areas/outputs): Effective integrated execution and management of all clinical services (Acute, Chronic diseases, Maternal, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management with regard to data collection, verification, submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance
management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management with regard to ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.

ENQUIRIES: Ms J Van Der Westhuizen, Tel. No: (022) 482-5203
APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
CLOSING DATE: 14 May 2021
POST 15/135: OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)
Chief Directorate: Metro Health Services
SALARY: R562 800 per annum (PN-B2)
CENTRE: Delft CHC
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Current registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution skills. Good organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
DUTIES: (key result areas/outputs): Manage, plan, co-ordinate and maintain an optimal, specialised nursing service in an Obstetrics setting. Effective integrated execution and management of all clinical programmes (i.e. Acute, Chronic, Woman- and Child Health, PMTCT and TB/HIV/AIDS/STI). Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, Human Resources (supervision of staff, development and performance management), Finance and Supply Chain Management to ensure effective budgeting and control. Control over infrastructure, maintenance and security. Liaise with relevant stakeholders including Facility Committees, Community Participation. Effective communication on all levels of service delivery.
ENQUIRIES: Ms N Fatyela, Tel. No: (021) 954-2237
APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 May 2021
POST 15/136: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL WARD)
Chief Directorate: Metro Health Services
SALARY: R444 276 per annum (PN-A5)
CENTRE: Mitchells Plain District Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licencing receipt of 2021). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Ability and willingness to work shifts which includes after hours’ hospital cover including weekends,
public holidays and night duty relief and overtime should the need arises. Ability to work under pressure and in a multi-disciplinary team context.

Competencies (knowledge/skills): Skilled nurse clinician able to lead and manage the nursing unit with conflict management, problem solving and decision-making skills; ability to facilitate training. Excellent communication (written and verbal) in at least two of the three languages of the Western Cape. In-depth knowledge and understanding of legal and ethical legislations, Nursing and Health Act, Regulations and policies related to Nursing practices, National Core Standards and the Public service code of conduct. Basic computer literacy (MS Word, Excel and PowerPoint).

DUTIES: (key result areas/outputs): Clinical governance - Provide leadership, supervision and direction for the provision of adequate and efficient comprehensive holistic nursing care. Quality Assurance - develop and implement practice standards, protocols and indicators for quality improvement; evaluate nursing service practices and clinical outcomes. Resource planning and management (human, health technology, financial and physical). Information management and utilization of information technology – data collection Analysis and interpretation. Service delivery – facilitate effective unit management to achieve client's healthcare needs and service delivery targets as per Department, institution and unit Annual Operational plans: Health education and promotion. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES: Ms A Brown, Tel No: (021) 377-4410
APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 May 2021

POST 15/137: OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POST NATAL WARD)
Chief Directorate: Metro Health Services

SALARY: R444 276 per annum (PN-A5)
CENTRE: Khayelitsha District Hospital
REQUIREMENTS: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, overtime, after hours hospital cover, weekends, and Public Holidays as required. Competencies (knowledge/skills): Good managerial, supervisory and decision-making skills. Computer literate (Word, Outlook, Excel and PowerPoint). Knowledge and insight of legislation and policies, relevant to current nursing practice within the Public Service. Disciplinary and conflict management skills. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape. Good leadership and organizational skills and the ability to function under pressure. Ability to function independently as well as part of a multi-disciplinary team.

DUTIES: (key result areas/outputs): Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources.

ENQUIRIES: Ms G Mashaba, Tel. No: (021) 360-4511/4408
APPLICATION: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 May 2021
POST 15/138

CLINICAL PROGRAMME COORDINATOR GRADE 1 (2 POSTS)

Central Karoo District

SALARY

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

CENTRE

Central Karoo District Office (Post 1: Stationed in Laingsburg/ Prince Albert Sub-district, Post 2: Stationed in Beaufort West Sub-district)

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers licence and a willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Maternal-Child-Women’s-Health, HIV/AIDS/STI/TB, and Chronic Conditions and must be computer literate (MS Word, Excel and PowerPoint). Ability to work independently and in a multidisciplinary team.

DUTIES

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

ENQUIRIES

Ms A Jooste, Tel. No: (023) 414-3590

APPLICATION

Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE

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

CLOSING DATE

14 May 2021

POST 15/139

CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PHC) (2 POSTS)

West Coast District

SALARY

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

CENTRE

Klawer CC (1 post), Vredendal Noord CDC (1 post)

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willing to travel and work extended hours. Willing to work on the mobile health clinic bus. 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.

115
Knowledge of the Medicines Control Act, Mental Health Care Act, Child Health Act, and other relevant legislation.

**DUTIES**
- Effective management and execution of curative programs i.e. treatment of patients (adults and children).
- Effective management and execution of childhood health program (i.e. administering of immunizations, weight monitoring and developmental screening).
- Effective management and execution of women's health services (i.e. ante natal and post-natal care and reproductive health services).
- Effective management and execution of the HAST program (i.e. TB, STI, HIV/AIDS management).
- Effective management of human resources (SPMS management, employee wellness, labour relations, training and development).
- Adherence to budgetary requirements (i.e. budgeting and asset management) as well as Ideal Clinic standards.

**ENQUIRIES**
Ms AJ Meyer, Tel. No: (027) 216-1216

**APPLICATION**
The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**
Ms M Tangayi

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

**CLOSING DATE**
14 May 2021

**POST 15/140**
COMMUNITY LIASON OFFICER
Garden Route District

**SALARY**
R316 791 per annum

**CENTRE**
Garden Route District Office, George

**REQUIREMENTS**
- Minimum educational qualification: Appropriate three-year National Diploma or Degree.
- Experience: Appropriate experience with community development, project management or NPO sector.
- Inherent requirements of the job: Valid (Code B/EB) drivers licence.
- Willingness to travel. Willingness to perform overtime duties when required.
- Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
- Good presentation skills, to be able to work independently and as part of team.
- Good coordination skills, project management skills and training skills.
- Computer literacy: MS Word, PowerPoint and Excel.

**DUTIES**
- Liaise with all relevant stakeholders to ensure effective communication and collaboration between the communities and the health department to strengthen community participation in Health related issues.
- Overall coordination and monitoring of the on-going activities within the communities and community structures within the Garden Route District.
- Assist and support with the establishment and implementation of clinic committees/statutory structures.
- Facilitate community dialogues. Consolidate and prepare all relevant reports.

**ENQUIRIES**
Ms E Swanevelder, Tel No: (044) 803-2709

**APPLICATION**
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

**CLOSING DATE**
14 May 2021

**POST 15/141**
ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT
(PEOPLE MANAGEMENT)
Chief Directorate: Metro Health Services

**SALARY**
R173 703 per annum 3

**CENTRE**
Stikland Hospital

**REQUIREMENTS**
- Minimum educational qualification: Senior Certificate (or equivalent).
- Appropriate experience in People Management.
- Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
- Computer literate in MS Word and Excel.

**DUTIES**
- Responsible for appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System.
- Handle all aspects pertaining to People Management, i.e. salary matters, leave, housing allowances and pension matters.
- Handle all personnel queries and correspondence.
- Audit personnel related documents.
- Assist with recruitment and selection process.

**ENQUIRIES**
Ms. R Gravenorst, Tel. No: (021) 940-4412
| APPLICATION | Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”) |
| NOTE | No payment of any kind is required when applying for this post. |
| CLOSING DATE | 14 May 2021 |

**POST 15/142**

**GENERAL FOREMAN (GROUNDS AND GARDENING)**

**SALARY**

R145 281 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: General Education and Training Certificate (GETC) /grade 9 (Std 7). Experience: Appropriate experience in a gardening environment. Appropriate supervisory experience. Appropriate experience of Staff Performance Management System. Inherent requirements of the job: Valid Code (B/EB) driving licence (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the fare does not exceed 3500kg). Willingness to work shifts (weekends and public holidays). Ability to operate and drive various makes of tractors. Competencies (knowledge/skills): Ability to communicate effectively in two of the three official languages of the Western Cape. Sound knowledge of gardening, including landscaping and irrigation systems. Be able to maintain, operate and drive various tractors as well as grease tractors and slashes. Be able to operate machinery (lawn mowers, long-arm saws and weed-eaters). Knowledge of the grievance procedure, code of good practice: dismissal and disciplinary code and procedure for the public service.

**DUTIES**

(key result areas/outputs): Control the utilisation of personnel to ensure service delivery and maintenance of various machinery and tractors. Control the physical resources and promote the optimal utilisation of machinery and implements ensure that disciplinary procedures are effectively enforced. Effectively execute all administrative functions applicable on a supervisory level and provide an effective support to Senior Administrative Officer: Support Services.

**ENQUIRIES**

Ms CB Johnson, Tel. No: (021) 938-5327

**APPLICATION**

To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg 7505.

**FOR ATTENTION**

Ms Z Mtshisazwe

**NOTE**

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

**CLOSING DATE**

14 May 2021

**POST 15/143**

**PEST CONTROL ASSISTANT (PEST CONTROL SERVICES)**

**SALARY**

R102 534 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum requirement: Basic numeracy and Literacy. Experience: Appropriate experience in Pest Control. Competencies (knowledge/skills): The ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts and overtime and to report for duty at 07:30 (weekends included). Ability to do physically challenging duties, handle heavy objects and work in confined spaces.

**DUTIES**

(key result areas/outputs): Render a support service to all departments, wards, clinics and theatres regarding pest control to ultimately ensure a pest free environment. Effective safeguarding of chemicals and materials. Ensure effective maintenance of equipment and PPE. Provide effective support to the Pest Control Supervisor with regards to Pest control and minor administrative tasks (schedules, logbooks, requisitions etc.).

**ENQUIRIES**

Mr F Williams, Tel. No: (021) 938 4183

**APPLICATION**

To the Chief Director: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

**FOR ATTENTION**

Ms Z Mtshisazwe

**NOTE**

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

**CLOSING DATE**

14 May 2021

**POST 15/144**

**HOUSEHOLD AID (2 POSTS)**

Chief Directorate: Metro Health Services

**SALARY**

R102 534 per annum

**CENTRE**

Lentegeur Hospital

117
### REQUIREMENTS

Minimum requirement: Basic numeracy and literacy skills. Experience Appropriate experience in cleaning, linen and food related services in a health related environment. Inherent requirements of the job: Ability to do physical tasks and operate household equipment. Render a shift service on weekends and public holidays. Willingness to relieve in other departments and to work overtime as and when required. Competencies (knowledge/skills): Good interpersonal relations and communications skills (oral and written) with supervisor, colleagues and the public. Appropriate knowledge with the use of the cleaning equipment, materials and cleaning detergents; stock and linen. Basic knowledge of cleaning and laundry procedures. Ability to write, read and converse in two of the three official languages of the Western Cape.

### DUTIES

(key result areas/outputs): Prepare plate and serve meals and beverages to patients. Ensure the control of cleaning of household equipment, sorting, unpacking and wash/sluice of dirty/soiled linen and patient clothing. Ensure daily counting of used linen and clean linen. Correct usage of equipment and chemicals also maintenance of general neatness and hygiene of the area. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Attend in-service training appropriate to service delivery.

### ENQUIRIES

Ms D Lotz, Tel No: (021) 370-1340, Ms BL McKay, Tel No: (021) 370-1248

### APPLICATION

The Chief Executive Officer: Lentegeur Hospital, Private Bag X4, Lentegeur, Mitchell's Plain, 7785.

### FOR ATTENTION

Mr T Twalo

### NOTE

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

### CLOSING DATE

14 May 2021

### POST 15/145

**LAUNDRY AID**  
West Coast District

### SALARY

R102 534 per annum

### CENTRE

Vredendal Hospital

### REQUIREMENTS

Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Willingness to work on Public Holidays. Ability to perform tasks such as lifting heavy loads and handle laundry machinery and equipment. Competencies (knowledge/skills): Good verbal, reading, numeracy and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of Health and Safety prescripts.

### DUTIES

(key result areas/outputs): Provide a professional washing, drying, folding and ironing of linen and other textile services to the institution and clinics. Collect, receive and distribute laundry to and from wards and clinics as well as monitor the quality of work and keep laundry clean. Assist with the mixing of washing chemicals and ensure and maintain hygiene and safety regulation standards. Ensure effective and efficient stock control. Responsible for the emptying of soiled linen bags for sorting, counting, sealing and stacking of packed clean linen bags for dispatch.

### ENQUIRIES

Mr J Gertze, Tel. No: (027) 213-2039

### APPLICATION

The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

### FOR ATTENTION

Ms ME Tangayi

### NOTE

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

### CLOSING DATE

14 May 2021

### POST 15/146

**GROUNDSMAN**  
Rural Health Services

### SALARY

R102 534 per annum

### CENTRE

Paarl Hospital

### REQUIREMENTS

Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in maintaining large grounds and gardens. Inherent requirements of the job: Be able to operate gardening equipment and machinery. Must be physical fit to lift heavy objects and be on his/her feet the entire day. Ability to work in extreme weather conditions. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of petrol-driven equipment. Knowledge of gardening irrigation systems and minor maintenance of gardening equipment and Health and Safety Regulations. Good organisational skills. Commitment.
DUTIES: (key result areas/outputs): Render an effective, efficient maintenance of gardening and terrain services. Clean drains, drainpipes, downpipes and manholes. Correct handling and disposal of waste and refuse. Assist with small day-to-day maintenance and repair of gardening equipment. Render a support to Supervisor. Relief according to needs of services in hospital.

ENQUIRIES: Ms GP Storm, Tel. No: (021) 860-2844
APPLICATION: The Chief Executive Officer: Paarl Hospital, Private Bag X012, Paarl, 7620.
FOR ATTENTION: Mr K Cornelissen
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 14 May 2021

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS
WESTERN CAPE GOVERNMENT

CLOSING DATE: 17 May 2021
NOTE: Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSCA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSCA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 158/147: CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: TPW 33/2021

SALARY: R1 251 183 per annum (level 14). (All–inclusive salary package
CENTRE: Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior managerial level experience; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Sound knowledge and Senior Management Level hands-on experience in Financial Governance, Financial Accounting, Management Accounting and Portfolio Management Services; Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial Management; Loss control, internal audit, Risk Management and internal control design and implementation; Financial Governance; Sound understanding and working knowledge of the audit process; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES: Strategic capability and leadership including Change Management will entail the following: Translating the vision of the organisation into goals; Developing and implementing strategies; Align programmes and operational support; Participating in the department's strategic planning processes; Monitoring and ensuring compliance with relevant legislation; Evaluating the performance of the chief directorate against pre-determined objectives; Initiating, supporting and championing organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Programme and Project Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Chief Directorate and all performance requirements as related to the PFMA and corporate governance; Active involvement in risk management and internal control environments; Apply a thorough understanding of internal audit
and loss control; Manage change and institutionalisation of the use of technology in the areas of responsibility; Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators, service delivery imperatives; Labour relations; Participate in the development and implementation of the department's strategy and the resourcing of the strategic objectives in a sustainable manner; Active involvement in all material business decisions to ensure that the immediate and longer term implications, opportunities, risks are fully considered; develop and promote a system of good financial management so that public money is safe-guarded at all times and is used appropriately, economically, efficiently, and effectively.

ENQUIRIES:
Ms JT Gooch at Tel No: (021) 483 2826
APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 15/148
CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: TPW 34/2021

SALARY:
R1 251 183 per annum (level 14). (All–inclusive salary package
CENTRE:
Transport and Public Works, Western Cape Government
REQUIREMENTS:
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Supply Chain Management/ Commerce/ Law focusing specifically on Commercial Law and the Law of Contracts/ Economics/ Infrastructure; A minimum of 5 years Senior Management level experience in a supply chain management and asset management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Infrastructure supply chain; Ability to engage and interact with and interpret the diverse needs of the line function in the areas of infrastructure procurement, traffic management and operations, expanded public works, public transport and the management and operations of immovable assets; Knowledge of the following: Asset Management; Policy development; Systems Thinking; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Project Management; Community facilitation; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES:
Establish and maintain a Supply Chain Management and Moveable Asset Management Accounting Officer's System; Develop and implement appropriate SCM policies, strategies, plans, processes and procedures including fraud, risk and compliance framework as well ensuring the review thereof; Create and maintain electronic systems, tools, services and support for the execution of the system; Strategic capability and leadership; Change Management; Efficient and effective oversight and management of all financial resources/ aspects and all performance requirements as related to the PFMA and corporate governance; Management of resources to achieve predetermined indicators and service delivery imperatives; Sound labour relations.

ENQUIRIES:
Ms JT Gooch at Tel No: (021) 483 2826
APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 15/149:
DIRECTOR: ROAD SAFETY MANAGEMENT REF NO: TPW 35/2021

SALARY:
R1 057 326 per annum (level 13). (All–inclusive salary package
CENTRE:
Transport and Public Works, Western Cape Government
REQUIREMENTS:
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant middle-management experience; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior
Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Middle-Management experience in a Traffic Safety work environment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Road Safety Management; Road safety practices and principles; Background in working with communities and educational facilities; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad based BEE, Women and Disability); Capacity Building; Supply Chain Management; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Numeracy; Literacy; Driving; Computer Literacy; Language skills; Project Management; Accounting Finance and Audit; Information Technology; Training; Report Writing; Change Management; Strategic Management; Time Management.

DUTIES: Promote and enhance traffic safety by developing provincial strategies impacting on the development and implementation of national traffic safety strategies and policies; Facilitate road safety education, communication and awareness; Rendering of an administrative support service; Define and review on a continual basis the purpose, objective, priorities and activities of the Directorate; Participate in the strategic planning process; Active involvement in the development and management of strategic and business plans; Evaluate the performance of the Directorate on a continuing basis against predetermined key measurable objective and standards; Report on a regular basis on the activities of the Directorate, and on matters of substantial importance to the administration; Monitor and ensure compliance with relevant legislation; People Management; Financial Management; Oversee Regional Traffic Management Co-ordinating Committee Structures and Road Safety programmes.

ENQUIRIES: Mr. K Reinecke at Tel No: (021) 483 5455
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 15/150: DIRECTOR: FLEET SERVICES REF NO: TPW 36/2021

SALARY: R1 057 326 per annum (level 13). (All–inclusive salary package
CENTRE: Transport and Public Works, 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; A valid code B driving licence; Successful completion of the Certificate for entry into the SMS. Note: A requirement for appointment at Director level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training programme which is applicable for appointments at SMS level. Recommendation: Middle-Management experience in a Fleet Services or related environment. Competencies: Extensive knowledge of applicable policies and procedures; Knowledge of the following: Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial Management; Empowerment (SMME, Broad Based BEE, Women and Disability); Project Management; Community facilitation; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Skills: Interpretation and application of relevant policies and procedures; Human resource planning; Problem solving; Sound budgeting; Facilitation; Presentation.

DUTIES: Strategic Capability and Leadership including Change Management will entail the following: Translate the vision for the organisation into achievable goals; Develop and implement strategies; Align programmes and operational support; Participate in the GMT strategic planning processes; Monitoring and ensure compliance with relevant legislation; Evaluate the performance of the directorate against pre-determined objectives; Initiates, supports and
champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments. Programme and Project Management; People Management; Ensure efficient and effective oversight and management for all financial resources/aspects of the Directorate and all performance requirements as related to the PFMA and corporate governance; Diversity Management.

**ENQUIRIES**
Mr. K Reinecke at Tel No: (021) 483 5455

**APPLICATIONS**
Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co.za](https://westerncapegov.erecruit.co.za)