

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

**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 16/111** : **ADMINISTRATION CLERK: FARM SERVICES (OUTENIQUA) REF NO: AGR 17/2021**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving license. Recommendation: Relevant experience; Experience working on an Integrated Procurement System (IPS). Competencies: A good understanding of the application of relevant legislation; Working knowledge of systems (Integrated Procurement System, Microsoft Word, Excel, PowerPoint); Communication skills (writing and verbal); Good planning and organising skills; Problem solving; Basic numeracy.

**DUTIES** : To provide the following services: Reception service: Diary Management; Typing services: efficient managing, collecting and capturing of electronic data; Office Administration: Effective record keeping; Distribution and tracking of documents; Logistical support: Arrange travelling, accommodation and meetings; Perform administrative and related functions: Keeping database updated.

**ENQUIRIES** : Mr H.S Gerber at (083) 642 7293 / (044) 803 3727  
**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** : 24 May 2021

**POST 16/112** : **FARM AID: FARM SERVICES (OUTENIQUA) REF NO: AGR 18/2021**

**SALARY** : R102 534 per annum (Level 02)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : Basic numeracy and literacy / Adult Basic Education and Training (ABET level 2). Recommendation: Ability to do physical work/activities. Competencies: Ability to work well within a team and independently; Good communication skills.

**DUTIES** : Perform the following manual farm activities: Crop production; Animal production; General farm activities related to a mixed cropping and livestock research farm; Maintenance of buildings.

**ENQUIRIES** : Mr H.S Gerber at Tel No: (044) 803 3727/ 083 642 7293  
**APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

(1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or

(2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or

(3) Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive

- any correspondence within 3 months of closing date, consider your application as unsuccessful
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
- CLOSING DATE** : 31 May 2021

**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** : 24 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 16/113** : **DEPUTY DIRECTOR: LEGAL SUPPORT REF NO: CAS 09/2021**
- SALARY** : R869 007 per annum (Level 12), (All-inclusive salary package)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate LLB qualification with Admission as attorney or Advocate; A minimum of 3 years middle management level experience; A valid (Code B or higher) driving license. Recommendation: Knowledge of legislation, regulations and policies of the Department of Cultural Affairs and Sport. Competencies: Applicable knowledge of Acts: PAJA AND PAIA, NHRA (25 OF 1999), South African Constitution; Knowledge of the following: Litigation process; Inter – Governmental relations; Project management; Skills: Communication (written and verbal); Report writing; Computer Literacy; Planning & Organising; Legal drafting. Abilities: Team Leadership; Applying technology.
- DUTIES** : Manage the preparation of comments on behalf of HWC on draft legislation; Provide legal advice to Heritage Western Cape; Draft legal opinions; Scrutinise, draft and edit legal correspondence; Manage and provide legal administrative support; Provide training and input to educational initiatives of HRM Unit and HWC; Human Capital Management; Financial Management.
- ENQUIRIES** : Ms. C Scheermeyer at Tel No: (021) 483 9682

**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** : 24 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 16/114** : **ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES**  
**REF NO: EADP 08/2021**
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4 year tertiary qualification (LLB, B.Juris or B.Proc degree or higher); An appropriate 4 year tertiary qualification (LLB, B.Juris or B.Proc degree or higher); A minimum of 3 years litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Knowledge and understanding of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills; Computer literacy (MS Office).
- DUTIES** : Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support; Comments on national and provincial draft legislation which impacts on the Department.
- ENQUIRIES** : Ms T Faber at Tel No: (021) 483 8332

#### 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 16/115** : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (OBSTETRICS AND GYNAECOLOGY)**
- SALARY** : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Maternal and Foetal Medicine. Registration with a professional council: Registration with the HPCSA as a Medical Sub-Specialist in Maternal and Foetal Medicine. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Sub-Specialist in Maternal and Foetal Medicine. Additional experience in high-risk obstetrics and foetal medicine, leadership, clinical governance and academia is required. The Certificate in Maternal-Foetal Medicine and/or the Certificate in Critical Care are additional recommendations. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Comprehensive clinical skills in high risk obstetrics and foetal medicine, including surgical capabilities, intensive/special care skills and foetal monitoring skills, based on a strong foundation in general obstetrics and gynaecology. Comprehensive skills and experience in effective leadership and clinical governance with specific focus on interpersonal skills, intra and inter-departmental team management, change management, and transformation. Strong academic background relating

to education, teaching and research. Additional skills in innovative teaching and online teaching are advantageous. Insight into challenges and opportunities in health care – with specific focus on maternal, foetal and neonatal care within the larger spectrum of sexual and reproductive health and rights - in South Africa and Africa, as well as diversity, transformation and equity.

**DUTIES** : Provide comprehensive clinical services in obstetrics and gynaecology and leadership in the maternity centre of Groote Schuur Hospital. Related duties and outputs include the further developing of a strong level 3 maternal and foetal medicine service in collaborative engagement with other clinical disciplines. Provide an excellent academic under- and postgraduate learning environment through the provision of academic leadership and development in the areas of teaching, training, and trainee assessment. This includes the optimal supervision, instruction, training and assessment of under- and postgraduate students, the development of new learning structures, and special attention given to students with special needs. Develop and drive socially engaged maternal-foetal medicine research resulting in strong academic outputs with high potential for impact. Participation in registrar research supervision and MMed supervision is expected. Contribute effectively, efficiently and collaboratively to the managerial, administrative and leadership environment in the Department of Obstetrics and Gynaecology, the hospital and the faculty. This includes a strong focus on equity and transformation. Render and develop outreach and support services to other levels of care in our drainage areas as well as neighbouring provinces. Actively contribute to the building and maintaining of a Departmental culture that is inclusive, enabling and facilitates individual and collective growth and development.

**ENQUIRIES** : Dr B Patel Tel No: (021) 404-3178  
**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** : 21 May 2021

**POST 16/116** : **MANAGER: MEDICAL SERVICES: GRADE 1**

**SALARY** : Grade 1: R1 173 900 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 Medical Practitioner. Registration with professional council: Registration with the HPCSA as Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Strong leadership skills, strategy, quality management, problem solving, decision-making, operational and contingency planning, flow management, lean operations, general management organisational, interpersonal, negotiation, facilitation, presentation and public speaking skills. Competency in public sector financial management, including budgeting, expenditure control, revenue generation, procurement management, asset and risk management. Competency in Public Sector Human Resource Management and development, including appropriate staffing levels, skills mix, skills development, discipline and labour relations. Competency in Information usage to support decision-making, including managing of appropriate indicators, target setting and monitoring and evaluation. Knowledge and skills in dealing with relevant medico legal matters.

**DUTIES** : Management of relevant general specialist and highly specialised Clinical Services. Ensure quality patient-centred service delivery via heading up the relevant Clinical FBUs (Functional Business Units). Effective and efficient financial management of relevant general specialist and highly specialised clinical services. Effective and efficient Human Resource Management and planning within relevant general specialist and highly specialised Clinical Services. Co-ordinate and manage special portfolios and transversal projects. Clinical portfolios are subject to change as required.

**ENQUIRIES** : Dr P Ciapparelli Tel No: (021) 938-5883

<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 no 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".
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/117</u></b>	:	<b><u>QUANTITY SURVEYOR PRODUCTION GRADE A TO C</u></b> Directorate: Engineering and Technical Services
<b><u>SALARY</u></b>	:	Grade A: R618 732 per annum Grade B: R707 451 per annum Grade C: R797 670 per annum (A portion of the package can be structured according to the individual's personal needs).
<b><u>CENTRE REQUIREMENTS</u></b>	:	(Head Office, Cape Town) Minimum educational qualification: Degree in Quantity Survey or relevant qualification. Registration with a professional council: Registration with the SACQSP as a professional Quantity Surveyor. Experience: <b>Grade A:</b> At least 3 years' appropriate/recognisable experience in this profession after qualification. <b>Grade B:</b> At least 14 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. <b>Grade C:</b> At least 26 years' appropriate/recognisable experience in this profession after registration with the SACQSP as a professional. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Knowledge of the Western Cape Infrastructure Delivery Management System (WC IDMS) and also knowledge of risk analysis and risk mitigation strategies. Understanding of the health service delivery platform, indicators and service plan and how that links with infrastructure. Conversant with NEC contracts especially the Short-, Term service- and Framework agreement forms of contracts. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
<b><u>DUTIES</u></b>	:	Develop templates and assist in the drafting of standard tender and contract documentation. Investigate proposals for innovative service delivery mechanisms for Routine and Day-to-Day Maintenance. Prepare schedules for Maintenance projects for U-amp and Budget statements. Schedule projects and provision of Cost Plans, interpretation and analysis of cash flows Contribute towards the compilation of briefing documentation and specifications. Monitoring of contracts, assist with and manage Maintenance contracts. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr C Badenhorst Tel No: (021) 830 3752
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/118</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: SURGICAL ICU)</u></b> Groote Schuur Hospital
<b><u>SALARY</u></b>	:	R562 800 per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital

- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General in terms of R212. Registration with a professional council: Registration with the SANC as Professional Nurse. 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 in Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.
- DUTIES** : Provide innovative leadership in the allocated area to realize the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
- ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071
- 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** : 21 May 2021
- POST 16/119** : **QUALITY ASSURANCE MANAGER**  
Chief Directorate: Metro Health Services
- SALARY** : R470 040 per annum
- CENTRE** : Northern/ Tygerberg Sub-structure Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in a health-related environment. Inherent requirement of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Computer skills (i.e. MS Word, Excel and PowerPoint). Sound knowledge and/or experience in Quality Manager (quality assurance and improvement), Risk Management, Health Safety and Infection Control. Good verbal and written and communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Effective co-ordination, management, control, monitoring and evaluation of quality management, Risk Management, Health and Safety and Infection Control programs. Implement policies, strategies and instruments for quality management. Liaise, network and negotiate with key customers. Ensure implementation of Office of Health Standard Compliance and Ideal Hospital & Ideal Clinic, ensure efficient and effective complaints management's strategy is in place. Facilitate the development, implementation and monitoring of compliance to policy and standard operating procedure where required to optimise quality. Compile management reports and provide statistical data.
- ENQUIRIES** : Ms L Najjaa Tel No: (021) 815 8865
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/120</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL UNIT)</u></b> Rural Health Services
<b><u>SALARY</u></b>	:	R444 276 (PN-A5) per annum
<b><u>CENTRE</u></b>	:	Paarl Hospital
<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 a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Basic Computer literacy.
<b><u>DUTIES</u></b>	:	Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Medical and Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate, coordinate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations, maintain ethical standards and promote professional growth within the department. Deliver an effective support service to the Nursing Management and the Institution.
<b><u>ENQUIRIES</u></b>	:	Ms JM Hardine Tel No: (021) 860-2504
<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.
<b><u>CLOSING DATE</u></b>	:	21 May 2021
<b><u>POST 16/121</u></b>	:	<b><u>RADIOGRAPHER: GRADE 1 TO 3 (RADIATION ONCOLOGY)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R395 703 per annum Grade 2: R466 119 per annum Grade 3: R549 066 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Therapy Radiographer. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Therapy Radiographer. Experience: <b>Grade 1:</b> None after registration with the HPCSA as a Therapy Radiographer. <b>Grade 2:</b> Minimum of 10 years relevant experience after registration with HPCSA as a Therapy Radiographer. <b>Grade 3:</b> Minimum of 20 years relevant experience after registration with HPCSA as a Therapy Radiographer. Inherent requirements of the job: Able to work and maintain concentration in a noisy and busy environment unhindered. Be physically fit to walk and stand throughout the day as well as lifting and moving of patients. Competencies (knowledge/skills): Excellent communication skills Knowledge of workflows within a radiotherapy department. Computer literate (Word / Excel / PowerPoint). Ability to work within a multidisciplinary team Sufficient knowledge and ability to make a substantial contribution to service provision, student-training and research in the Division of Radiation Oncology. Ability to communicate

- effectively with patients and colleagues verbally, telephonically and via email. Be able to remain focused on tasks and be able to multitask effectively.
- DUTIES** : Perform radiotherapy treatment and planning processes according to clinician's instructions. Patients are effectively and efficiently cared for while in the Department. Perform quality assurance procedures and ensure optimal use and care of equipment. Keep accurate records. Render administrative and information support to Unit Manager. Clinical training of students. Participate in continuing professional development activities.
- ENQUIRIES** : Ms J Meaker Tel No: (021) 938 4177 / Jill.Meaker@westerncape.gov.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. "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** : 21 May 2021
- POST 16/122** : **INDUSTRIAL TECHNICIAN SUPERVISOR (CLINICAL ENGINEERING)**
- SALARY** : R316 791 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: National Diploma in Electrical (T-stream) (or equivalent qualification) or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate, adequate, and specialized experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate and adequate experience on the following equipment also recommended: light sources, lasers, ENT and various types of 'scopes (gastro-, colono-, cysto-, brongio-, etc.). Inherent requirement of the job: Valid driver's license and own reliable transport in order to perform standby and call-out duties if and when required. Competencies (knowledge/skills): Proven knowledge of health technology principles. Ability to compile technical specifications for medical equipment. Excellent ability to do faultfinding on equipment. Good written and verbal skills in at least two of the three official languages of the Western Cape. Proven computer literacy (i.e. MS Word, Excel). Knowledge and experience of Ophthalmology equipment service software and Set-up and Implementation procedures thereof. Advanced knowledge of managing, planning and organizing maintenance schedules.
- DUTIES** : Carry out advanced maintenance, repairs, calibration, modifications and installations of medical equipment. Train junior technicians and users on equipment. Ensuring that the equipment meets legal and safety requirements of the manufacturers and statutory bodies. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Liaison with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop. Manage the workshop in the absence of manager in charge of relevant workshop. Manage the relevant workshop at times and be willing to work within all Clinical Engineering disciplines.
- ENQUIRIES** : Mr JD Du Preez Tel No: (021) 938-4634
- 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** : 21 May 2021



**POST 16/123** : **SENIOR ADMINISTRATIVE OFFICER SUPPLY CHAIN MANAGEMENT (PROCUREMENT AND BID ADMINISTRATION)**

**SALARY** : R316 791 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in Bids and Contract Management and procurement processes. Competencies (knowledge/skills): Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning. Appropriate knowledge of the LOGIS/SYSPRO or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officers System of the Department of Health, including delegations. IPS (Integrated Procurement Solution) system. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All round operational experience in Supply Chain Management.

**DUTIES** : Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to-date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

**ENQUIRIES** : Mr N Martin Tel No: (021) 938-5607  
**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** : 21 May 2021

**POST 16/124** : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES (HEALTH INSPECTORATE)**

Directorate: Professional Support Services

**SALARY** : R257 508 per annum  
**CENTRE** : (Head Office, Cape Town)  
**REQUIREMENTS** : Minimum educational qualification: Higher Certificate (NQF 5) in Administration or Business Field. Experience: Appropriate experience in general office administration. Appropriate experience in a business management environment. Inherent requirement of the job: A valid (Code B/EB) driver's license and willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Excellent interpersonal, communication and organisation skills. Excellent writing and grammatical skills, such as editing and formulating of documents. Ability to function independently and with confidence. Good team building skills within and outside the Licensing and Inspectorate Component and Directorate Professional Support Services. Client and task orientated. A sound knowledge of the functions and duties of Provincial Government Western Cape. A sound knowledge of Western Cape Provincial Notice 187 of 2001 and Mental Health Care Act no 17 of 2002. Ability to efficiently operate computer programmes such as Microsoft Word, Excel, PowerPoint and E-mail. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist in the office with regards to private health facility and community mental health licensing and inspections, planning and assisting in the execution of such inspections and handle the correspondence relating to services inspections. Respond to enquiries and obtain the relevant administrative records to attend to the enquiries. Comprehensive administrative support to the Office of the Deputy-

Director with the appropriate documentation and administration before, during and after meetings. Perform office support service effectively and professionally. Human Resource Management as it relates to the supervision of support staff and assist with the management of the duties of the division. Execute the correct procedure in levying and collecting of inspection fees from private health services in terms of applicable health legislation.

**ENQUIRIES** : Mr N. Mnyapa Tel No: (021) 483-4205/ 081 238 9118  
**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** : 21 May 2021

**POST 16/125** : **RADIOGRAPHER: GRADE 1 TO 3 (RADIATION ONCOLOGY) (5/8TH POST)**  
 (Contract Post until 31 December 2021)

**SALARY** : Grade 1: R247 314 (5/8th) per annum  
 Grade 2: R291 324 (5/8th) per annum  
 Grade 3: R343 167 (5/8th) per annum

**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 Therapy Radiographer. Registration with a professional council: Registration with the Health Professional Council of South Africa (HPCSA) as a Therapy Radiographer. Experience: **Grade 1:** None after registration with the HPCSA as a Therapy Radiographer. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA as a Therapy Radiographer. **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA as a Therapy Radiographer. Inherent requirements of the job: Able to work and maintain concentration in a noisy and busy environment unhindered. Be physically fit to walk and stand throughout the day as well as lifting and moving of patients. Competencies (knowledge/skills): Excellent communication skills. Knowledge of workflows within a radiotherapy department. Computer literate (Word / Excel / PowerPoint). Ability to work within a multidisciplinary team. Sufficient knowledge and ability to make a substantial contribution to service provision, student-training and research in the Division of Radiation Oncology. Ability to communicate effectively with patients and colleagues verbally, telephonically and via email. Be able to remain focused on tasks and be able to multitask effectively.

**DUTIES** : Perform radiotherapy treatment and planning processes according to clinician's instructions. Patients are effectively and efficiently cared for while in the Department. Perform quality assurance procedures and ensure optimal use and care of equipment. Keep accurate records. Render administrative and information support to Unit Manager. Clinical training of students. Participate in continuing professional development activities.

**ENQUIRIES** : Ms J Meaker Tel No: (021) 938 4177 / [Jill.Meaker@westerncape.gov.za](mailto:Jill.Meaker@westerncape.gov.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. "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** : 21 May 2021

**POST 16/126** : **FOOD SERVICES AID**  
 Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Ceres Hospital

**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale, Food Service Unit. Inherent requirement of the job: Ability to work shifts which include weekends and public holidays. Incumbent must be physically fit to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Food Service Unit on a large scale. Knowledge of hygiene, Occupational Health, HACCP and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist in the receipt and storage of all provisions and stock in the Food Service Unit. Pre-preparation and production of all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Clean all areas, utensils and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures. Financial management and human resource support to supervisor.

**ENQUIRIES** : Ms A Pietersen Tel No: (023) 316-9601

**APPLICATIONS** : The Medical Manager, Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION** : Mr. WJ Owen

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

**CLOSING DATE** : 21 May 2021

**POST 16/127** : **MESSENGER (MEDICAL RECORDS)**  
Groote Schuur Hospital

**SALARY** : R102 534 per annum

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience in the duties of this post in a medical records registry at any state hospital. Inherent requirement of the job: Must be physically fit and able to be on your feet for long periods. Must have the ability to lift heavy loads. Competencies (knowledge/skills): Knowledge of folder management procedures. Ability to safely operate a tow tractor / tow tug. Good knowledge of Groote Schuur Hospital locations. Good communication skills in at least two of the three official languages of the Western Cape. Basic Computer literacy.

**DUTIES** : Collect folders, x-rays and other case notes or items from various clinical and admin areas. Deliver folders, x-rays and other case notes or items to various clinical and admin areas. Fix broken folders and x-ray packets. Operate tow tractor / tow tug.

**ENQUIRIES** : Mr WR Weeder Tel No: (021) 404-4056

**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION** : Mr MS Benjamin

**NOTE** : No payment of any kind is required when applying for this post. A practical skills test may be required.

**CLOSING DATE** : 21 May 2021

**POST 16/128** : **PORTER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum

**CENTRE** : Khayelitsha District Hospital

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

**DUTIES** : Safe transport of patients on trolleys, beds and wheelchairs to and from different departments/wards and in and out of ambulances/private vehicles. Deliver

specimens to laboratories and ensure a safe and hygienic work environment. Check and replace gas cylinders in wards/ treatment areas and assist with shifting of medical equipment. Effective and efficient control and maintenance of equipment and reporting any defects of trolleys and wheelchairs to supervisor. Take responsibility for transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to request from wards/departments and transport blood and blood products.

**ENQUIRIES** : Ms V Mashalaba Tel No: (021) 360-4209/4533  
**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.  
**FOR ATTENTION** : Mr C Louw  
**NOTE** : No payment of any kind is required when applying for this post. Candidates will be required to undertake a practical test.  
**CLOSING DATE** : 21 May 2021

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**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** : 24 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 POSTS**

**POST 16/129** : **DEPUTY DIRECTOR: LAND TRANSPORT DEVELOPMENT REF NO: TPW 41/2021**

**SALARY** : R733 257 per annum (Level 11), (All-inclusive salary package)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience. Recommendation: Working experience in Planning, Transport Planning and/or Transport Logistics. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the development of Integrated Public Transport network; Skills: Communication (written and verbal); Planning and organising; Problem solving and decision making; Analytical, Technical and Business Intelligence capabilities.

**DUTIES** : Formalise the Integrated Transport Hub (ITH) as a central information exchange mechanism, including documenting data management processes and procedures; Provide input to the development of contract options and institutional structures for the implementation of the ITH projects; Coordinate with relevant role-players to facilitate successful delivery and implementation of projects; Manage the evaluation of the performance on the public transport projects. Responsible for the following: Project Management of all projects; Develop project plans with implementation focus; Project Identification and Planning; Performance evaluation of projects; Undertaking proper administrative procedures according to specified guidelines; Human and Financial resource Management.

**ENQUIRIES** : Mr G Martin at Tel No: (021) 483 4095 / [Gamza.Martin@westerncape.gov.za](mailto:Gamza.Martin@westerncape.gov.za)

**POST 16/130** : **DEPUTY DIRECTOR: LAND TRANSPORT SYSTEMS REF NO: TPW 42/2021**

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

<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years middle management level experience. Recommendation: Working knowledge of complex, multi-faceted integrated data sources and systems. Competencies: Knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the development of Integrated Public Transport network; Business and management principles involved in strategic planning. Skills: Communication (written, verbal and report writing); Planning and organising; Problem solving and decision making; Analytical, Technical and Business Intelligence capabilities.
<b><u>DUTIES</u></b>	:	Formalise the Integrated Transport Hub (ITH) as a central information exchange mechanism, including documenting data management processes and procedures; Analyse, interpret and guide the process for the development and maintenance of Systems within the ITH; Develop the right BI outputs and tools for the users of the ITH to get significant value; Analyse data to correctly provide intelligence to the Branch to enhance delivery on its core mandates; Establish use protocols to ensure data quality is maintained. Ensure the following: Sub-system integrated data quality and its appropriateness to the ITH; Design, implement and test integration solutions; Compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals. Manage the following: All projects allocated to the sub-directorate: Responsible for driving the project execution of new developments in the pipeline, coordinating the technical requirements specification documents. the project planning execution and monitoring, the project cost and timeline management; Information (data, knowledge, wisdom) by applying tools and technologies to inform decision-making in government operations; The human resources and performance management of the Sub-Directorate and promote sound labour relations; Plan the sub-directorate's budget and manage income and expenditure in line with policies, practices and decisions in order to achieve unit objectives effectively and efficiently.
<b><u>ENQUIRIES</u></b>	:	Mr G Martin at Tel No: (021) 483 4095 / Gamza.Martin@westerncape.gov.za
<b><u>POST 16/131</u></b>	:	<b><u>ASSISTANT DIRECTOR: LAND AND TRANSPORT DEVELOPMENT REF NO: TPW 40/2021</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum (Level 09)
	:	Department of Transport and Public Works, Western Cape Government
	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience and planning, transport planning or transport logistics experience. Competencies: Knowledge of the following: Public administration; Project management; Monitoring and evaluation methods, tools and techniques; Applicable legislative and regulatory requirements in the development of integrated public transport networks; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Assist in the provisioning of integrated public transport services and public transport infrastructure within non-metro municipalities; Assist in providing support and capacitation of non-metro local authorities with regard to the implementation of land transport services; Enable the implementation of NMT and SNP plans and strategies; Facilitate, coordinate and provide project support in order to enable land transport integration; Manage information (data, knowledge, wisdom) by applying tools and techniques to inform decision-making, produce reports, enhance service delivery; Determine and communicate financial requirements to execute assigned deliverables.
<b><u>ENQUIRIES</u></b>	:	Mr G Martin at Tel No: (021) 483 4095 / Gamza.Martin@westerncape.gov.za
<b><u>POST 16/132</u></b>	:	<b><u>LOSS CONTROL/ FRAUD OFFICER: FRAUD AND LOSSES MANAGEMENT REF NO: TPW 43/2021 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)

- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification in the field of Finance; A minimum of 1-year proven experience in Financial Management/ Loss Control; A valid code B driving license. Recommendation: Extensive supervisory experience. Competencies: Extensive knowledge of the following: Loss Control Systems; Management of Losses and Claims, Public Finance Management Act (PFMA), National Treasury Regulations (NTR), Western Cape Provincial Treasury Instructions (PTI), Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and the process to recover losses, Annual Financial Statements (AFS) and Interim Financial Statements (IFS) reporting; Ability to assess evidence w.r.t losses and claims; Investigation skills; Organising, planning, problem solving and analytical skills; Monitor and prevent prescription; Proven written and verbal communication skills; Advance Computer skills; Ability to interpret Finance Instructions / Standard Operating Procedures (SOP)/ Memorandum of agreements (MOA).
- DUTIES** : Implement an integrated loss control system; Ensure that losses are reported and recorded; Analyse and produce consolidated reports on status of cases; Maintain an integrated loss control register; Assist with the development of loss control prevention directives, instructions and guidelines; Promote the prevention of losses; Provide technical assistance and training on loss control; Ensure that cases are investigated, monitored, followed up and finalise/settle timeously; Liaise with Legal Services / State Attorney / Counsel and other Professional Bodies; Client Branches and other stakeholders; Responsible for skills development and training.
- ENQUIRIES** : Ms LD Atkins at Tel No: (021) 483 3743