

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
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.

CLOSING DATE : 17 September 2021
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 31/232 : **MANAGER: MEDICAL SERVICES: GRADE 1**
(Overberg District)

SALARY : Grade 1: R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs). Plus a rural allowance of 18% of basic salary.

CENTRE : Caledon Hospital (Theewaterskloof Sub-district)
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years' experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Willingness and skills to do after hours work. Valid (Code B/EB) driver's license. The ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint, Internet and email). Strong business orientation proven management competencies specific to a health-care environment. Appropriate experience with proven skills and abilities in the clinical management of a health service.

DUTIES : Strategic and operational management of all health service platforms in the Theewaterskloof Sub-district, including PHC and district hospital services. Ensure safe clinical services and practices that comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Theewaterskloof Sub-district to ensure support of the patient centered experience, compliance to national core standards, Ideal clinic standards and improved information management. Provide operational support to the office of the Director by effective and efficient use of allocated human, financial, infrastructure and health technology resources and to support service delivery of all the health service platforms in the Theewaterskloof Sub-district. Develop internal and external key partnerships in the sub-district to ensure a WOSA to address the BoD and move to a wellness approach.

ENQUIRIES : Ms W Kamfer Tel No: (028) 214-5800
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 31/233 : **FACILITY MANAGER (PHC)**
Chief Directorate: Metro Health Services

SALARY : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Appropriate Health related Degree or National Diploma. Experience: Appropriate experience in a managerial position in a NGO, private organisation or the state sector. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation and Health sector experience. Computer literacy.

- DUTIES** : General and operational management of a Community Health Centre, related services in the drainage area and implementation of the prescribed package of services. Strategic, operational planning, implementation of operational plans and quality assurance programmes. Sound financial, Supply Chain Management and People Management. Plan and co-ordinate the provision of support service systems that will enhance the quality of care. Ensure a high level of client satisfaction through the effective planning and implementation of local centre operations and good communications with clients and communities served. Information and data management and Community Engagement.
- ENQUIRIES APPLICATIONS** : Mr A Patientia Tel No: (021) 815-8894
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- POST 31/234** : **DEPUTY DIRECTOR: FINANCE MANAGER**
(Chief Directorate: Rural Health Services)
- SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE REQUIREMENTS** : Worcester Regional Hospital
- Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in a Financial Management and/or Accounting fields. Appropriate managerial and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Financial Business Units implementation. High level of computer literacy (Microsoft Office package). Strong people management skills, analytical thinking, problem solving, decision making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report writing.
- DUTIES** : Manage overall performance of Finance, Supply Chain Management, Revenue departments. Co-ordinate processes to ensure compliance with supply chain policies, the PFMA and regulations as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyze, interpret and report on relevant financial data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board's finances.
- ENQUIRIES APPLICATIONS** : Ms E Vosloo Tel No: (023) 348-1113
- NOTE** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : Shortlisted candidates may be subjected to a practical test and/or competency test. No payment of any kind is required when applying for this post.
- POST 31/235** : **ASSISTANT MANAGER NURSING (HEAD OF NURSING)**
Central Karoo District
- SALARY** : R562 800 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE REQUIREMENTS** : Nelspoort Hospital
- Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in general Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's license. Work overtime, day or night should the need arise. Competencies (knowledge/skills): Good conflict management and communication (writing and verbally) skills. Ability to work effectively and amicably, at management level with people of diverse backgrounds and beliefs. Basic computer literacy. Knowledge of legislation relative to the Health Care Service and policies of the Department of Health. Ability to manage own

work, and that of the units which report to the post, and to ensure appropriate interventions to enhance all services at the institution. Skilled nurse clinician able to lead the nursing service within the scope of practice and accepted nursing standards. Proficiency in at least two of the three official languages of the Western Cape.

DUTIES : Co-ordinate, supervise and delegate the provision of effective and efficient patient care through quality care within set standards and legal framework within the service framework of COPC, Primary healthcare and the acute hospital. Participate in analysis, formulation and implementation of all guidelines, practices, standards and procedures. Manage and monitor the cost-effective utilization of human, financial and physical resources. Co-ordinate the provision of effective training and research. Provide effective support to Nursing services, Administration services and Support services and maintain professional self-development. Co-ordinate, monitor and participate clinically in the COPC, Primary Health Care Clinic and the Acute Hospital.

ENQUIRIES : Dr A J Muller Tel No: (023) 414-8202

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

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

POST 31/236 : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**

SALARY : R562 800 per annum (PN-B3)

CENTRE : 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 nursing qualification with duration of at least one year, accredited with the SANC in Operating Theatre Nursing Science 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 Theatre Technique 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 Speciality.

DUTIES : Provide leadership in the allocated area to realise 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 (click "online applications")

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

POST 31/237 : **HEALTH DATA SCIENTIST**

Directorate: Information Management (Health Impact Assessment)
Re advert candidates who already applied don't need to re-apply.

SALARY : R470 040 per annum

- CENTRE** : Head Office, Cape Town) (Based at Norton Rose House, 8 Riebeeck Street, Cape Town)
- REQUIREMENTS** : Minimum educational qualification: Undergraduate or Postgraduate Degree: Majoring in one or more of the following: Computer Science, Information Systems, Mathematics, Statistics, Demography, Biostatistics, Epidemiology. Experience: Appropriate experience in the following: Handling and manipulating large datasets using enterprise database technologies. Building SQL-based ETL processes. Advanced SQL programming. Building web-based reports, preferably using enterprise reporting tools. Team-based software development and management approaches. Data analysis based on large datasets. Experience with health data would be advantageous. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Ability to design databases and build new ETL processes. Ability to code proficiently in one computer or statistical environment with an aptitude to learn others as needed. Analytic skills to conceptualise and execute data extraction and analysis tasks. Ability to conceptualise, design and implement efficient data-driven reports.
- DUTIES** : Assist with the development and maintenance of data take-on processes and curation of routine health data. Data Analysis & developing web-based reports. Process and deliver against data requests of varying complexity. Supervise junior data staff as required. Administratively support the functioning of the Provincial Health Data Centre.
- ENQUIRIES** : Prof A Boule Tel No: (021) 483-9341
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint a suitable, qualified, and motivated Data Scientist to further develop and maintain this key initiative. The successful candidate will be responsible for both developing and maintaining routine reporting from the consolidated environment, as well as responding to internal data requests.
- POST 31/238** : **PROFESSIONAL NURSE GRADE 1 TO 2: SPECIALTY (OCCUPATIONAL HEALTH AND SAFETY)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE** : Valkenberg 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 Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, day/night duty, weekends and public holidays to meet the operational requirements. A valid Code B/EB Drivers license. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Practical knowledge of Occupational Health and Risk Management. Practical knowledge of research methodology and Quality Management. Computer skills.
- DUTIES** : Manage staff wellness clinic. Provide occupational Health clinical services and a safe and healthy workplace. Conduct risk assessment audits. Provide advisory services on OHS matters. Ensure an effective and efficient

		administrative system and control of the occupational health clinic. Liaise with IPC related matters.
<u>ENQUIRIES</u>	:	Mr M Photo Tel No: (021) 826-5801
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/239</u>	:	<u>PACS/RIS ADMINISTRATOR</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Information Technology. Experience: Appropriate experience in Digital Medical Imaging workflow, procedures, and equipment and/or Information Technology. Appropriate experience in the medical imaging environment and/or medical informatics. Appropriate experience in the IT environment especially with troubleshooting, and first level support in computers and network. Appropriate experience in PACS / RIS Systems and applicable international standards (DICOM, IHE, HL7). Competencies (knowledge/skills): Ability to work under pressure, independently and in a team context. Good interpersonal skills within work context. Project management skills. Teaching and training skills.
<u>DUTIES</u>	:	Support and coordinate technical systems within the healthcare environment. Draft and implement applicable systems, policies, regulations and procedures to ensure efficient system support, monitoring of performance, quality assurance and recoverability systems to uphold the integrity of information. Troubleshooting in terms of Windows and Network administration and institutional information systems. Effect and monitor DICOM analysis. Manage and coordinate agreements between the Hospital and PACS/RIS vendor. Manage PACS / RIS change control. Provide first line support for hardware and software of the PACS / RIS solution. Provide training of personnel in the optimal use of the PACS / RIS solution. Provide technical advice to management regarding the procurement of imaging modalities and other information systems to ensure integration with the PACS /RIS solution. Liaise with management and report on technical advice regarding the expansion of the PACS / RIS solution to allow additional functionality, to connect additional modalities and to accommodate growth. Assist with outreach to other Provincial Hospitals as required.
<u>ENQUIRIES</u>	:	Ms A Vlok Tel No: (021) 658-5104, Prof T Kilborn Tel No: (021) 658-5101
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>POST 31/240</u>	:	<u>STATISTICIAN (X2 POSTS)</u>
		Directorate: Information Management
		Re advert candidates who already applied don't need to re-apply.
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Head Office, Cape Town (Based at Norton Rose House, 8 Riebeek Street, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Bachelor's Degree majoring in one or more of the following: Mathematics, Statistics, Population studies or related cognate disciplines. Experience: Appropriate working experience in data collection, analysis, evaluation and interpretations or equivalent experience gained through post-graduate studies at least to master's level. Experience with health data would be advantageous. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Competencies (knowledge/skills): Proficient in SAS, SPSS, R, Python, Stata or other statistical packages. Proficiency with relational databases (e.g. MS-SQL, MySQL, Postgress, SQLite), or noSQL database (e.g. MongoDB) or high-volume data processing in statistical environments. Exceptional aptitude for data processing analysis and automation. Ability to conceptualise, design and operationalise efficient data-driven reports.
<u>DUTIES</u>	:	Effective and efficient inspecting, cleaning, transforming and modelling of data with the goal to discover useful trends and information that will support decision making. Conceptualising, defining and delivering new reports, as well

as improving existing ones. Assist with the development and maintenance of take-on and curation of routine health data. Draw out the main messages from research and use essential supporting information to derive conclusions that will apply to the entire population. Administratively support the functioning of the Provincial Health Data Centre and provide technical guidance, advice and consultation to co-workers, other government departments and internal committees & in doing so enhance interoperability.

ENQUIRIES : Prof A Boule Tel No: (021) 483-9973
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. A competency test may form part of the selection process. The Provincial Department of Health in the Western Cape has established the Provincial Health Data Centre for the consolidation of all person-level health data in support of patient care and health system operations. The Department seeks to appoint suitably qualified and motivated Statisticians to further develop and maintain this key initiative. The core focus will be to translate data into actionable intelligence by applying data processing and analytic methods to analyze, interpret, summarize and unlock value in large datasets allowing the Department to continuously monitor and improve on the impact of health interventions.

POST 31/241 : **CLINICAL TECHNOLOGIST GRADE 1 TO 3 (NEUROLOGY)**

SALARY : Grade 1: R317 976 per annum
 Grade 2: R372 810 per annum
 Grade 3: R439 164 per annum

CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Clinical Technologist in Neurology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Neurology. Experience: **Grade 1:** None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years’ relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years’ relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 20 years’ relevant experience after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. Minimum of 21 years’ relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform community service as required in South Africa. Inherent requirements of the job: Willingness to work overtime when required. Must be able to function in all areas of the hospital, e.g. laboratory, ICU, theatres, etc. Competencies (knowledge/skills): Advanced knowledge of Clinical Neurology and the skill to work with Paediatric, Adult and Geriatric patients. Relevant experience in all aspects of Clinical Neurophysiology. Experience with intra-operative monitoring, as well as subdural electrode EEG recording, and long-term video-EEG monitoring is strongly recommended.

DUTIES : Perform high quality diagnostic procedures such as: EEG, NCS, Evoked potentials, Polysomnography/ MSLT and Long-Term Epilepsy EEG Monitoring, including subdural electrode monitoring. Equipment management and quality control. Carry out all duties pertaining to laboratory patient administration. Training of Neurological Clinical Technologists and Neurology Registrars. Assist with research and clinical trials.

ENQUIRIES : Ms C Hanekom, email address: Carla.bailey@westerncape.gov.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

- POST 31/242** : **FOOD SERVICES MANAGER**
- SALARY** : R257 508 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: A three-year diploma/degree or equivalent in Food Service or Hospitality Management. Experience: Appropriate experience in a Food Services or Hospitality environment. Appropriate supervisory experience. Inherent requirement of the job: The Food Services Component renders a 7- day week function. The successful candidate will be required to work shifts and weekends. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Ability to communicate at least two of the three official languages of the Western Cape. Conversant with the Labour Relations Act, Food Services Policies and the Occupational Health and Safety Act. Manage and empowering a very large staff team, drawing up and implementing training schedules.
- DUTIES** : Operationally manage the food preparation, distribution and serving of meals in the Food Services Department. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team including equipment and utensils. Ordering of food consumables and Vendor Contract Management. Enact Human Resource Management when required, inclusive of leave, disciplinary code of conduct, time keeping, filling of vacant posts in the Department etc. Manage financial resources inclusive of the food costing and weekly statistics.
- ENQUIRIES** : Ms A van Schalkwyk Tel No: (021) 404-4042
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates might be subjected to a competency test.
- POST 31/243** : **BUILDING MANAGEMENT SYSTEM: OPERATOR**
- SALARY** : R173 703 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in operation of Building Management Systems (BMS) software. Inherent requirements of the job: A valid vehicle driver's license. Willingness to work shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to monitor and acknowledge faults through the BMS software. Ability to carry out general electrical and/or electronic tasks. Ability to perform minor general BMS repairs and maintenance. Ability to communicate in at least two of the three official languages of the Western Cape. Computer Literacy (MS Word, MS Excel, MS Outlook). Electrical or Electronic background will be an added advantage.
- DUTIES** : Provide effective technical support to the supervisor. Control over service contractors in the division. Keep an up to date record of systems and administration functions regarding the BMS functioning, equipment maintenance and evaluation. Manage, monitor and assist with general BMS related tasks. Undertake the input of information in computer applications. Handle BMS machinery and equipment as well as telephonic queries. Assist other departments within the department set-up when it is required.
- ENQUIRIES** : Mr AK Mgcodo Tel No: (021) 404-6251
 Mr N Sauls Tel No: (021) 404-5055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Potential candidates might be subjected to a competency test.
- POST 31/244** : **DRIVER (HEAVY DUTY VEHICLE)**
 (West Coast District)
- SALARY** : R122 595 per annum
CENTRE : Citrusdal Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience of transporting personnel and goods. Inherent requirements of the job: Valid (Code B/C1/EB) drivers license. Valid PDP (must be valid at the time of the closing of the post). Must be physically fit and able to load/unload heavy

goods/equipment. Willingness to do standby for the transporting of blood after hours (weekends and public holidays). Competencies (knowledge/skills): Must be able to speak clearly and legible. Must be able to speak in two of the three official languages of the Western Cape. Knowledge of Transport regulations (Handbook 1 of 2019). Ability to accept accountability, responsibility and to work independently. Must be able to read and write accurately.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine inspection, maintenance, cleaning of vehicles and report any defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Mr SP Cupido Tel No: (022) 921-2153
APPLICATIONS : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Mr SP Cupido
NOTE : No payment of any kind is required when applying for this post.

POST 31/245 : **FOOD SERVICE AID**
(Chief Directorate: Rural Health Services)

SALARY : R102 534 per annum
CENTRE : Worcester Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job: Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): The ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. The ability to prepare meals according to standardised recipes, as well as safely and correctly handle industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Perform all tasks emanating from the pre-preparation and production of all full and therapeutic diets. Perform all tasks emanating from the dishing, distribution and serving of food to patients at various wards. Clean and maintain all areas, utensils and equipment in the food service unit and maintain safety and hygiene standards. Assist with the receipt, safe storage and issuing of food provisions and other products. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms H Botha Tel No: (023) 348-1222
APPLICATIONS : The Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart
NOTE : No payment of any kind is required when applying for this post.

POST 31/246 : **HOUSEHOLD AID**

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the

supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.)

ENQUIRIES : Ms L Chenga Tel No: (021) 658-5436
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

POST 31/247 : **PORTER**

SALARY : R102 534 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter duty experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including nightshifts, weekends and public holiday. Willingness to handle bodies (corpses). Ability to handle heavy objects. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Direct or accompany visitors to various destinations. Assist with the loading of patients in/out of ambulances/vehicles and transfer of patients to beds/trolleys and vice versa. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness and reporting of defects of trolleys and wheelchairs. Assist with the transportation of corpses from wards. Transport of Blood and Specimen.

ENQUIRIES : Mr F Snyders Tel No: (021) 658 5457
APPLICATIONS : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola
NOTE : No payment of any kind is required when applying for this post.

POST 31/248 : **CLEANER**
 Cape Winelands Health District

SALARY : R102 534 per annum
CENTRE : Mbekweni CDC, Drakenstein Sub-district
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience as a Cleaner in a health environment. Inherent requirements of the job: Relief according to the needs of the service. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Ability to handle conflict and the ability to work under pressure. Ability to operate machinery and equipment.

DUTIES : General cleaning and maintenance (i.e. dusting, sweeping, polishing, scrubbing and mopping, cleaning windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Effective use of cleaning agents and stock as well as elementary stock control. Dispose/handle all waste according to waste policy. Attend in-service training appropriate to service delivery and optimal support to supervisor and colleagues.

ENQUIRIES : Ms C Solomons Tel No: (021) 862-4520
APPLICATIONS : To the Primary Health Care Manager: Drakenstein Sub-district, Private Bag X3043, Paarl, 7646.

FOR ATTENTION : Ms J Cecils
NOTE : No payment of any kind is required when applying for this post.

DEPARTMENT OF EDUCATION (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.

CLOSING DATE : 17 September 2021
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 31/249 : **ASSISTANT DIRECTOR: ASSURANCE REF NO: 205**
Directorate: Internal Control

SALARY : R376 596 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : Relevant recognised 3-year post matric qualification (Degree/National Diploma in Financial Accounting/ Auditing. Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B/EB driver's license. Competencies (knowledge/skills): Knowledge of Policy Development. Knowledge of Budgeting processes. Knowledge of financial norms and standards and the pre-scripts that governs it. Knowledge of financial systems. Knowledge of accounting, internal control/supply chain management. Knowledge of risk management. Extensive knowledge of Compliance and Financial management including the legislative framework that governs it on financial and non-financial issues. Knowledge of Human Resource Management. The ability to interpret and apply financial policies, procedures, and prescripts. Excellent presentation and report writing skills. Outstanding planning, organisational and people management skills; computer literacy (including MS Word & MS Excel); interpersonal relations; communication, formulation and evaluation skills, ability to handle conflict management; the ability to lead and direct teams, project management; research; problem solving and analytical thinking.

DUTIES : Render an Assurance Service: Monitoring of compliance with regulatory framework: Conduct regular reviews at Departmental components in accordance with a pre-determined program to detect matters of non-compliance. Submit reports on the review finding to relevant managers, including the root causes for non-compliance. Monitor whether identified non-compliance is being addressed by the relevant components. Provide assistance with the development of corrective action plans for the relevant component, where necessary. Monitor implementation of corrective action plans. Co-ordinate financial/non-financial responses for the department in respect on external audits. Maintain financial information and knowledge management. Perform a post compliance function, particularly on financial documentation. Co-ordinate financial/non-financial responses for the department in respect on internal/ external audits including: complete follow-ups, liaise with management on audit matters. Maintain financial information and knowledge management by maintaining and updating a shared drive (on the network) of all issued departmental/financial instructions and standard operating procedures. Ensure proper governance: Develop policies, procedures and processes pertaining to internal control. Identify, monitor, and render advice on departmental/financial instructions and standard operating procedures development within other components of the Department. Maintain a database of all issued departmental/financial instructions and standard operating procedures. Liaise with management and advise on policy and procedure trends. Perform managerial and supervisory tasks: The management of staff, including training and development, leave management, performance and attendance management.

ENQUIRIES : Ms W Salie Tel No: 021-467 2680

POST 31/250 : **ASSISTANT DIRECTOR: FRAUD AND LOSSES MANAGEMENT REF NO: 204**
 Directorate: Internal Control

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
 : Head Office, Cape Town
 : Relevant recognised 3-year (NQF Level 6) post matric qualification (Degree/National Diploma in Financial Accounting/Auditing). Three to five years of relevant work experience in an accounting/internal control/auditing and governance environment. Valid Code B driver's license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public service Regulation; Knowledge of risk management framework and techniques; Knowledge of internal controls and techniques; and Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; report writing skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal Attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team; the ability to lead and direct teams.

DUTIES : Provide Fraud and Losses Management Services - provide support with the management of fraud and prevention in the Department by: Ensuring an effective system is in place to manage and consolidate recommendations/allegations/complaints received from institutions for example: Provincial Forensic Services. Public Service Commission and Department Officials; Maintaining adequate record of all recommendations/allegations/complaints received for implementation or further handling. Liaising regularly, where applicable, with the external assurance providers. Liaising regularly with management and monitor implementation of recommendations. Assessing management feedback and conclude on recommendations. Reporting monthly/quarterly on caseload. Supervising staff responsible to monitor and follow-up on the implementation of action plans. Attending meetings with senior management and where applicable prepare presentations. Maintaining adequate record and safeguard work and Coordinating the fraud awareness training as required for departmental officials. Ensure Proper Governance and Ethics: Develop procedures and processes pertaining to internal control. Liaise with management and advise on policy and procedure trends and updates. Coordinate the bi-annual submission of gifts by department officials and report accordingly in terms of compliance. Perform Managerial and Supervisory Tasks: The management of staff, including training and development, leave management, performance and attendance management.

ENQUIRIES : Ms W Salie Tel No: 021- 467 2680

POST 31/251 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (E-FILING) REF NO: 209**
 Directorate: Knowledge and Information Management

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
 : Head Office, Cape Town
 : 3 -year degree/diploma (or equivalent NQF 6) with 3 years relevant experience in a Records Management or ICT environment. Records Management certificate. A valid Code B driver's license. Recommendations: Extensive appropriate practical proven supervisory experience in a records management or ICT environment. Knowledge and understanding of the Provincial Archives and Record Service Act (Act No 43 of 1996).

DUTIES : Assist the departmental Records Manager to manage, maintain, and ensure safekeeping of the various information resources of the department. Construct and maintain integrated document and records management in all formats in an integrated manner. Assist to maintain and implement a disaster recovery plan for the protection of vital records. Manage, maintain and control over the application of electronic records management and systems. Assist with the drafting of a departmental electronic records management strategy aligned to

the relevant national and provincial strategies. Assist the departmental Records Manager management governance and strategic records management outcomes. Assist with the development of a resource plan to sustainably manage electronic records management across the department. Coordinate, Implement and manage e-filing records management projects for electronic systems, properly documented. Ensure electronic systems implemented complies with the requirements of the WCARS and compliant to records management capabilities. Assist to maintain relationship building with the WCARS, other departments, management, and records management clients as well as actively contribute to the departmental Records Management Forum. Implement and maintain well-structured records classification systems to ensure effective and efficient identification, retrieval, and life cycle management of electronic information. Manage and control the electronic Register of Files Opened (jTrack). Ensure that the implementation of content management systems and electronic business process systems are managed in accordance with the requirements of the WCARS. Ensure the quality assurance, execution, and management of the departmental electronic mail dissemination process for internal mass communication. Monitor and implement sound electronic records management practices and good governance compliant to the requirements of the Provincial Archives and Record Services of the Western Cape, 2005 [Act 3 of 2005]. Liaison, management, and collaboration with DotP: CEI on the maintenance of the Transversal issue Management System (IMS)

- ENQUIRIES** : Mr S Hansraj Tel No: 021- 467 2086
- POST 31/252** : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: 237**
Directorate: Assessment Management
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Head Office, Cape Town
REQUIREMENTS : A recognised three - or four-year qualification (in teaching would be an advantage). At least 5 years' appropriate experience in a supervisory capacity. Experience in management, support or implementation of marking of NSC, SC or AET scripts. A valid driver's license. Proficiency in at least two official languages of the Western Cape.
- DUTIES** : The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.
- ENQUIRIES** : Mr J Parbhoo Tel No: 021- 467 2572