

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

CLOSING DATE : 21 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/520 : **DEPUTY DIRECTOR: VETERINARY SERVICES (EXPORT CONTROL) REF NO: AGR 32/2020**

SALARY : R869 007 per annum (Level 12) All-inclusive salary package
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 3-year BVSC Degree (or equivalent qualification); Registration with the South African Veterinary Council as a veterinarian; A minimum of 3 years post qualification experience; A valid Code B driving licence. Recommendations: Practical experience of meat safety risk management and export certification at export abattoirs; Practical knowledge and/or involvement in trade facilitation and negotiations; Practical knowledge of hygiene management systems and food safety risk assessment applicable to abattoirs and meat processing facilities. Competencies: Knowledge of the following: National and international standards regarding the export of animal products and food of animal origin; Meat Safety Act, 2000 (Act no.40 of 2000); Animal Disease Act, 1984 (Act 35 of 1984) and supporting legislation and policies; Communication (written and verbal) skills; Proven computer literacy; Analytical skills; Mentoring and coaching skills.

DUTIES : Manage the development, audit and implementation of export standards; Ensure facilitation of the export of animals and animal products; Facilitate stakeholder relations; Perform all administrative and related functions; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments o be able to render an efficient and effective export control service.

ENQUIRIES : Dr G Msiza at (021) 808 5002
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/521 : **STATE VETERINARIAN: ANIMAL HEALTH REF NO: AGR 38/2020**

SALARY : R733 257 per annum (Level 11) All-inclusive salary package
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science Degree (BVSc/BVMCh) or relevant qualification as recognised by the South African Qualification authority (SAQA) and South African veterinary Council (SAVC) ; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendation: Experience in Animal Disease Control. Competencies: Knowledge of the following: Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; Operation of the agricultural sector; Interdependence of industries within the agricultural sector; Provincial legislative processes; Sound organisation and planning skills; Communication (written and verbal) skills; Interpersonal relations; Proven computer literacy (MS Office).

DUTIES : Management of the State Veterinary area according to all the relevant legislation, policies and prescripts; Facilitate and control exports of animals and animal products according to national and international requirements; Prevent

the introduction and spread of controlled and non-controlled diseases according to Act 35 of 1984; Ensure provision of primary animal health care to owners of animals with specific emphasis on owners of designated groups (including formal training).

ENQUIRIES : Dr M Mabunda at (021) 808 5052/082 450 9436
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/522 : **AGRICULTURAL ECONOMIST: MARKET ACCESS LINKAGES REF NO: AGR 33/2020**

SALARY : R316 791 per annum (Level 08)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : Appropriate Honours degree or equivalent qualification in Marketing, Economics, Agriculture Economics or related field; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Agricultural Sector; Clear articulation of the challenges faced by the agricultural sector in relation to market linkages and market development; Benefits of collective models such as cooperatives; Marketing steps and marketing requirements; Understanding of marketing channels for agricultural products, high value products, niche markets and value adding; Communication (written and verbal) and presentation skills; Proven computer literacy skills (MS Office); Networking and report writing skills.

DUTIES : Identify and conduct market research especially on products/industries/systems that are of strategic importance to the Western Cape for export expansion, value addition and diversification opportunities; Supply advice to clients with regard to market analysis/marketing information, market linkage and develop methods to link farmers to formal markets; Contribute to feasibility and viability studies with particular emphasis on marketing; Establish and maintain a network for liaison with economic/agricultural analysis institutions and other stakeholders and; Perform administrative and related functions.

ENQUIRIES : Ms Bukelwa Grwambi at (021) 808 5187
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/523 : **ADMINISTRATION CLERK: VETERINARY SERVICES REF NO: AGR 34/2020**

SALARY : R173 703 per annum (Level 05)
CENTRE : Agriculture, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving licence. Recommendation: Relevant office administration experience. Competencies: A good understanding of the following: Application of relevant legislation; Systems (ARIBA), Logistical Information System (LOGIS) and Basic Accounting System (BAS); Communication (written and verbal) skills; Proven computer literacy skills in MS Office; Planning and organisation skills; Problem solving skills; Negotiation; Basic numeracy skills; Team work and ability to work independently

DUTIES : Handling and controlling petty cash; Administer financial payments; Administering all travel and subsistence and advances; Record holding and administering official and private telephone and cell phone calls; Administering BAS; Assist with analysis of monthly expenditure.

ENQUIRIES : Dr C Kloppers at (083) 641 5163
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/524 : **TRACTOR/OPERATOR: FACILITIES MAINTENANCE (ELSENBURG) REF NO: AGR 37/2020**

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 1-year relevant experience; A valid code C1 Driving license with a valid PDP.

		Competencies: Good understanding of the following: Routine tractor work and to use the correct implements with the tractor to plough, rip, plant and tow a heavy duty trailer; Ability to handle tools and to perform basic maintenance; Ability to work in a team and independently; Self-management; Customer focus and responsiveness; Planning and organising; Communication skills.
<u>DUTIES</u>	:	Driving; Operate a tractor with various implements; Transportation of various goods (trash, hay and implements); Gardening, dealing and disposal of waste material; Perform vehicle maintenance and administrative support activities; Ensure safe storage, cleaning and routine vehicle/ implements maintenance such as changing tyres, checking water, oil and tyre pressure; Assist with dispensing and receiving fuels and oils; Firefighting and prevention.
<u>ENQUIRIES</u>	:	Mr A Koeries at (064) 685 6327
<u>APPLICATIONS</u>	:	To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) <u>Attention: Western Cape Government Jobs</u> , Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) <u>Attention: Western Cape Government Jobs</u> , PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) <u>Attention: Western Cape Government Jobs</u> , info@westerncapegov.com . Applications not submitted on or before the closing date as well as faxed copies will not be considered.
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	21 September 2020
<u>POST 21/525</u>	:	<u>GROUNDSMAN: VETERINARY LABORATORY SERVICES REF NO: AGR 36/2020</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Department of Agriculture, Western Cape Government
<u>REQUIREMENTS</u>	:	Ability to read and write (Grade 9)/ Adult Basic Education and Training (ABET level 4). Recommendations: Experience working with an industrial lawnmower, chainsaw and weed eater; A valid (Code B or higher) driving licence. Competencies: Ability to do physical work; Ability to use large industrial lawnmowers; Felling trees; Interpersonal skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Maintenance of gardens, which includes: Mowing of lawns; Weeding of gardens; Ensuring general neatness around the buildings and weekly refuse removal; Maintenance of the larger grounds, which includes: Clearing of vegetation around perimeter fence; Clearing of fallen trees and mowing of grass along the access road; Assist with handling of farm animals during sampling and treatment of animals.
<u>ENQUIRIES</u>	:	Mr F Dreyer at (021) 887 0324
<u>APPLICATIONS</u>	:	To apply, you must submit a manual application. 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 position being applied for and the reference number must be clearly indicated on the Z83 application form. To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) <u>Attention: Western Cape Government Jobs</u> , Unit F6 Bayside Office, 43 Erica Road, Table View, 7441, or you may post your application to (2) <u>Attention: Western Cape Government Jobs</u> , PO Box 60495, Table View, 7439, alternatively you may email your application to, (3) <u>Attention: Western Cape Government Jobs</u> , info@westerncapegov.com . Applications not submitted on or before the closing date as well as faxed copies will not be considered.
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.
<u>CLOSING DATE</u>	:	21 September 2020

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

CLOSING DATE : 21 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/526 : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): SPATIAL PLANNING REF NO: EADP 31/2020**

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

CENTRE REQUIREMENTS : Environmental Affairs and Development Planning, Western Cape Government
: An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 3 years post qualification experience in town and regional / urban planning or development planning or spatial planning field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendations: Masters Degree in Urban/ Town / City and Regional Planning; Working knowledge and experience in the following: Spatial planning; Development Finance or Municipal Finances; Data science; Working with data and spatializing it; Drafting of Municipal Spatial Development Frameworks. Competencies: Good written and verbal communication skills; Proven computer literacy (MS Office Suite), GIS competency; Ability to work with data.

DUTIES : Provision of Spatial Planning advisory and support services to municipal planning; Spatial Planning services, monitoring, advice and support to Municipalities within the geographic regions as identified by the Director, with regards to the Spatial Development Frameworks (SDF's), Capital Expenditure Frameworks and Planning Studies; Provision of Spatial Planning advisory and support services to provincial and regional planning; Provision of regional spatial planning services, regional Spatial Development Frameworks, and any other spatial planning matters which are regional in nature; Assist Chief Directorate in executing its functional mandate; Support provided to the Chief Directorate in the provision of monitoring and reporting on oversight, facilitation and support functions of the Directorate; Innovation and leadership initiatives; Initiatives dependant on resources, need and areas of interest that will serve to advance the practice and relevance of spatial planning.

ENQUIRIES APPLICATIONS : Ms T de Waal Tel No: (021) 483 4360
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/527 : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): REGIONAL SOCIO-ECONOMIC PROGRAMME REF NO: EADP 32/2020**
(12-Month Contract Position)

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

CENTRE REQUIREMENTS : Environmental Affairs and Development Planning, Western Cape Government
: An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 3 years post qualification experience in town and regional, urban, development, spatial planning, land use management, architecture or related field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B

driving licence. Recommendations: Working knowledge and experience in the following: Using design or CAD or GIS software at an intermediate level. Competencies: Knowledge of the following: Spatial planning and/or land use management legal and operational compliance; Spatial planning and/or land use management systems, principles, processes and best practice; Programme and project management; Communication (written and verbal) skills.

DUTIES : Assist in the identification, design and implementation of RSEP projects in the municipalities, including providing conceptual design services across the Western Cape and RSEP specific municipalities; Project manage and facilitate the implementation of the RSEP in the participating municipalities, ensuring that adequate progress is maintained, financial management occurs and that challenges are dealt with; Ensure the active and continued participation of the various line departments in the programme; Implement knowledge sharing, training and skills transfer internally and externally including new municipalities; Working and providing a service to the public and maintain good relationships with the public and other external stakeholders, including representing the Directorate, Chief Directorate, Department of the Province on various forums.

ENQUIRIES : Mr F Wüst at Francois.wust@westerncape.gov.za

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

POST 21/528 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): AIR QUALITY MONITORING REF NO: EADP 29/2020**

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

CENTRE : Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Environmental Management, Natural/Physical Sciences or Engineering; A valid driving licence (Code B). Recommendations: Experience or training in any of the following: Environmental pollution; Air Quality Management; Air quality monitoring; Air quality management planning; Compliance monitoring and enforcement. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Written and verbal communication skills; Strong report writing skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Planning and organisational skills; Ability to meet strict deadlines and work under pressure.

DUTIES : Contribute towards the development and administration of Air Quality Management and systems monitoring and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.

ENQUIRIES : Dr J Leaner at (021) 483 2888

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

POST 21/529 : **CHIEF SUPPLY CHAIN MANAGEMENT CLERK: ACQUISITION AND LOGISTICS MANAGEMENT REF NO: EADP 28/2020**

SALARY : R257 508 per annum (Level 07)

CENTRE : Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 5 years relevant experience. Recommendations: Working knowledge and experience in Supply Chain Management procedure and legislation. Competencies: Knowledge and understanding of the following: The Logistical Information System (LOGIS); Interpretation of Supply Chain Management legislation; Intrusion Prevention System (IPS) / Electronic Procurement Solutions (EPS);

- Primary user functions Central Supplier Database (CSD); Stakeholder engagement and communication skills; Proven Computer literacy (MS Office); Excellent planning, organising, numeric and interpersonal skills; Ability to work well within a team and independently.
- DUTIES** : Stakeholder engagement; Central supplier database (CSD) functions; Western Cape Supplier Evidence Bank and Electronic Procurement Solutions (EPS); Supervisory functions within Acquisition and Logistics unit; Advise on the compilation of Specifications and Goods and Services.
- ENQUIRIES** : Mr Z Davids at (021) 483 4723
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

- NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

MANAGEMENT ECHELON

- POST 21/530** : **CHIEF EXECUTIVE OFFICER**
- SALARY** : R1 521 591 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: An appropriate tertiary qualification (NQF 7) in a Health/Social Science or related field plus a post graduate qualification (NQF 8) as recognized by SAQA with at least 8 – 10 years' experience at a senior management level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but is requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Proven extensive management experience of health services. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel extensively in the province. Competencies (knowledge/skills): Knowledge and understanding of Health Systems. Knowledge of financial and people management. Proven experience in the provision and management of health services. Proven leadership capabilities.
- NOTE** : No payment of any kind is required when applying for this post. Applicants may be subjected to a competence's assessment test.
- DUTIES** : Manage the implementation of health services in line with the relevant National and Departmental policies. Manage and Support the implementation of health service priorities. Ensure that quality of care is maintained and improved in line with the National Core Standards. Serve on various internal and external committees and provide input into the development of Provincial policy and strategy on the provision of health/medical care. Participate in corporate governance of the Department. Ensure implementation of the Provincial strategy for Clinical Governance, inclusive of clinical audits. Establish interfaces with institutes of higher educations. Ensure sound relations and a well-functioning health care delivery system in conjunction with referring institutions. Collaborate with key stakeholders within the districts, like other government departments, community structures, non-profit organisations (NPOs), local government, and private sector. Develop and implement a communication and marketing strategy for the hospital that is aimed at a broad range of internal and external stakeholders. Co-ordinate the rendering of professional support services (including information management) within the hospital. Manage the corporate services of the hospital i.e. Financial -, Supply Chain-, Infrastructure- and People Management as well as Support Services.
- ENQUIRIES** : Dr S Kariem Tel No: (021) 815-8708

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
CLOSING DATE : 18 September 2020

OTHER POSTS

POST 21/531 : **CHIEF ENGINEER: GRADE A (MECHANICAL)**
Directorate: Infrastructure Planning

SALARY : R1 042 827 per annum (A portion of the package can be structured according to the individual's personal needs)

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Engineering degree (B Eng/BSC (Eng). Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: Six years post qualification experience required after registration as a Professional Engineer. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel within the Western Cape, and occasionally, nationally. Competencies (knowledge/skills): Computer literacy (MS Office). Experience in and understanding of the design and construction of complex buildings. Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Experience in the preparation of reports, submissions and presentations in English. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Development, interpretation and customisation of functional and technical norms and standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

ENQUIRIES : Ms M van Leeuwen Tel No: (021) 483-5084
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.
CLOSING DATE : 18 September 2020

POST 21/532 : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

SALARY : R614 991 (PN-B4) per annum

CENTRE : Kleinvlei Community Day Centre

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification reflected as in the requirements above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid B/EB drivers licence. Willingness to work after hours. Competencies (knowledge/skills): Computer literacy (MS office). Proven leadership abilities. Good interpersonal and people management skills. Knowledge of Public Sector legislation. The ability to function independently as well as in a multi-disciplinary team and make decisions.

DUTIES : Leadership, Guidance and Support to overall management to achieve strategic goals and objectives. Oversight and support to Operational Managers using information to enhance service delivery and priority programs and co-ordination of Students from Higher Education Institutions as well as NPOs. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Responsible for People Management, Supply Chain and Financial Management, Strategy and Health Technology and Support. Responsible for the enhancement of Community Governance. Monitoring of Facilities Management, Maintenance and Infrastructure.

ENQUIRIES : Ms C Steyn Tel No: (021) 360-4713

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 may be subjected to a competency assessment.

CLOSING DATE : 18 September 2020

POST 21/533 : **OPERATIONAL MANAGER NURSING: (SPECIALTY UNIT) ONCOLOGY (X2 POSTS)**

SALARY : R562 800 (PN-B3) per annum

CENTRE : Groote Schuur Hospital, Observatory

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 Medical and Surgical Nursing Science: Oncology Nursing. Registration with a professional council: Registration with 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 Oncology after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Oncology Nursing Science and 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 communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

DUTIES : 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. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

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.

CLOSING DATE : 18 September 2020

POST 21/534 : **OPERATIONAL MANAGER NURSING: SPECIALITY (MATERNITY WARD AND NEONATAL UNIT)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum

CENTRE : Karl Bremer Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualifications (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration as a Professional Nurse with the South Africa Nursing Council (SANC). A post-

basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of 2020 registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Shift work includes after-hour hospital cover. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution and labour relations skills. Good organisational skills and the ability to function under pressure.

DUTIES : Planning, manage, co-ordinate and maintain an optional, specialised Nursing Services as an Operational Manager in an Obstetrics setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate, co-ordinate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
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 could be subjected to practical test.

CLOSING DATE : 18 September 2020

POST 21/535 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
 Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Lentegour 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 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid code B/EB drivers licence. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Appropriate/recognisable experience working within the Acute Psychiatric Services. Competencies (knowledge/skills): Communication in at least two of the three official languages of the Western Cape. Demonstrate a good understanding of HR and financial policies and practices. Knowledge of FBU functions and management (ability to work collaboratively within FBUs.) Word and Excel literacy.

DUTIES : Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Ensure the maintenance of quality care standards in the Psychiatry services. Maintain professional growth and ethical standards. Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Manage assets, consumables, and services effectively. Manage, supervise, guide staff and keep records and statistics as required. Provide effective

support to nursing services and hospital management by managing the hospital after hours, when the need arises.

ENQUIRIES : Ms BL McKay Tel No: (021) 370 -1248 / Ms D Lotz Tel No: (021) 370 -1230
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.
CLOSING DATE : 18 September 2020

POST 21/536 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Kleinvlei Community Day Centre
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 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the 1-year post-basic qualification as mentioned above.

DUTIES : Leadership, Guidance and Support to overall management to achieve operational goals and objectives. Support to Manager using information to enhance service delivery and priority programs as co-ordination of higher education students, NPO's and relevant stake holders. Ensure that prescribed policies and procedures are implemented and contribute to quality assurance and quality improvement. Assist with the Monitoring of Facilities Management, Maintenance and Infrastructure implementation plans. Co-ordinate and evaluate Community Orientated Primary Health Care Services. Support to Facility Manger with community governance structures and processes.

ENQUIRIES : Ms C Steyn Tel No: (021) 360-4713
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 will be subjected to a computer literacy test.
CLOSING DATE : 18 September 2020

POST 21/537 : **ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)**
Groote Schuur Hospital

SALARY : R562 800 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent that allows for registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as 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 licence. Willingness to work shifts, public holidays, after- hours and do standby duties as required. Willingness to do relief duties as needed. Competencies (knowledge/skills): Ability to lead and manage the nursing service within scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public Service. Knowledge of South African Triage and emergency care system. Computer literacy (MS Word, Excel and PowerPoint presentation).

DUTIES : Clinical governance, provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management, facilitate and ensure the provision of cost-effective quality health care; evaluate nursing service practices and clinical outcomes;

ensure professional, legal and National Core Standard Compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.

ENQUIRIES : Ms G. Mashaba Tel No: (021) 360-4511/4408
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.
CLOSING DATE : 18 September 2020

POST 21/538 : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
Chief Directorate: Metro Health Services

SALARY : R562 800 (PN-B3) per annum
CENTRE : Delft Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in Nursing or equivalent qualification that allows for registration with SANC as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care Nursing: General or Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2020. 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 the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Relief shift duties in trauma when required/standby call duties on behalf of Facility Manager. Competencies (skills/knowledge) Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and understanding of relevant legislation, hospital procedures and policies. Computer literacy (MS Word and Excel).

DUTIES : Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Trauma complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the operating trauma services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables and service effectively. Manage and support education, in-service training and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards.

ENQUIRIES : Ms N Fatyela Tel No: (021) 954-3147
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.
CLOSING DATE : 18 September 2020

POST 21/539 : **OPERATIONAL MANAGER NURSING: MEDICAL (GENERAL)**
Groote Schuur Hospital

SALARY : R444 276 per annum
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. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: 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.
<u>DUTIES</u>	:	Provide innovative 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.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<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>CLOSING DATE</u>	:	18 September 2020
<u>POST 21/540</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Cape Winelands District
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum
<u>CENTRE</u>	:	TC Newman CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Registration with SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours when necessary. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills (i.e. MS Word, Excel, Outlook).
<u>DUTIES</u>	:	Manage and provide clinical comprehensive PHC service. Plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Drakenstein sub district when needed.
<u>ENQUIRIES</u>	:	Ms J Bosch Tel No: (021) 877-6400
<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>CLOSING DATE</u>	:	18 September 2020
<u>POST 21/541</u>	:	<u>PROFESSIONAL NURSE: SPECIALTY GRADE 1 TO 2: (CLINICAL NURSE TRAINING)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R383 226 (PN-A2) per annum Grade 2: R471 333 (PN-A3) per annum
<u>CENTRE</u>	:	Karl Bremer Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. Degree/Diploma in Nursing or equivalent qualification that allows registration

with the South Africa Nursing Council (SANC) as Professional Nurse and Midwife/Accoucheur. A post basic nursing qualification with a duration of at least one year accredited with the SANC in Nursing Medical and Surgical Nursing Science: Intensive Care (Adult) or Trauma and Emergency Care or Advanced Midwifery and Neonatology, Psychiatry or Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional and proof of current registration (i.e. annual licensing receipt of 2020). 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 must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to function independently as well as part of a multi-disciplinary team. Must be prepared to work shifts (day and night), weekends and public holidays. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to training and development of nurses and students. Knowledge of relevant legislation and policy related to Nursing training and development. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills.

DUTIES : Participate in student education and training to ensure achievement and maintenance of competence. Co-ordinate the placement of students in the hospital. Co-ordinate all training and development programmes of the nursing and support personnel in Nursing Component. Initiate and participate in training development and research within the Nursing Component. Deliver a support service to the supervisor, nursing Services and the institution. Maintain ethical standards and promote professional growth and self-development. Act as liaison between institution and other stakeholders. Support and relief supervisor.

ENQUIRIES : Ms E Linden-Mars Tel No: (021) 918-1224
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 could be subjected to practical test. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 18 September 2020

POST 21/542 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT**
 Directorate: Information Management

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3 years Degree/Diploma recognised three-year tertiary qualification in Computer Sciences, Programming or Database Development. Experience: Appropriate relevant work experience including project management. Experience in Transactional SQL. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Strong project management and organisational skills with strong self-sufficiency and creative/innovative/solution orientated thinking. Excellent understanding and application of the system development life cycle, Database management, data governance and data management skills. Ability to develop, implement,

document and maintain security and compliance governance processes and procedures and implement internal systems and controls. A high level of computer literacy with advanced excel skills and Oracle and SQL server database administration experience. Excellent interpersonal, communication (written and verbal) and facilitation skills to enable co-operative engagement with colleagues and stakeholders at all levels.

DUTIES : Commission and implement development, testing and deployment of new and existing applications including mapping the conceptual design for databases. Develop database documentation, including data standards, policy, procedures and definitions for the data dictionary (metadata) that is in line with WCG: health ICT policy. Project management: - development, implementation, communicating, reporting and monitoring of the projects. Database administration including maintenance, enhancements, user support and system training Management of Staff/Supervisory function. Provide ongoing technical support to ensure effective service delivery to all stakeholders.

ENQUIRIES : Ms L Shand Tel No: (021) 483-2639

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.

CLOSING DATE : 18 September 2020

POST 21/543 : **CHIEF PERSONNEL OFFICER**

Directorate: People Practices and Administration (WCA and Transversal HR Practices)

SALARY : R316 791 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Extensive experience in the administration of the COIDA and the various functions attached thereto. Extensive experience in BAS system transaction processing. Extensive experience in Human Resource conditions of service. Extensive experience in Team Management. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Advanced computer literacy (MS Word, Excel and Outlook) and ability to communicate in at least two of the three official languages of the Western Cape. Good communication, conflict management, interpersonal leadership and supervisory skills. Good assessment, analytical, planning, meeting and report writing skills and competencies.

DUTIES : Ensure effective application of COIDA cases. Manage capturing of applications on CompEasy and Maintain COID in-house programme. Payment of medical accounts. Provide COIDA stats to various role-players. Provide training and information sessions and guidance to health institutions/districts. Liaise with various role players (internal and external). Regular interaction with the Department of Employment and Labour and payment of annual assessment. Administration of transversal HR practices within the Department which include overtime, commuted overtime, resettlement costs, various allowance, foreign health workers and sabbatical leave. Maintain Human Resource policies within Department of Health. Provide input regarding policies on Conditions of Service and provide advice to institutions on policies. Overall supervision of component and performance management of staff in the component.

ENQUIRIES : Mr B Booth Tel No: (021) 483-4006

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. Candidate who are shortlisted for interviews will be expected to complete a practical test.

CLOSING DATE : 18 September 2020

POST 21/544 : **SENIOR ADMINISTRATIVE OFFICER: STATUTORY BODIES**

Chief Directorate: Metro Health Services

SALARY : R316 791 per annum

CENTRE : Office of the Chief Director: Metro Health Services (Statutory and Health Support)

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree in Social Science/Social Development/Communication. Experience: Appropriate

experience in Community Development, Working with communities and community organisations. Appropriate experience with statutory bodies within communities, Project Management, monitoring and evaluation of projects. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (Knowledge/Skills): Knowledge of legislated and regulatory requirements pertaining to relevant statutory bodies as well as structures within the community. Knowledge and skill in community engagement and communication strategies. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy and thorough knowledge of computer systems (MS Office).

DUTIES : Facilitate and sustain the appointment of members to statutory bodies such as district health council, facility boards and clinic committees. Monitor the effective functioning of the relevant statutory bodies in the Cape Metro. Develop processes to support the Cape Metro with activities related to statutory bodies and/or identified health priorities. Coordinate and support the training and development of the statutory body's members. Implement community communication strategies as well as support to Whole of Society Approach (WoSA) activities. Developing and implementing communication strategies in communities and organisations.

ENQUIRIES : Ms C Goliath Tel No: (021) 815-8696
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.
CLOSING DATE : 18 September 2020

POST 21/545 : **COMMUNITY LIAISON OFFICER**
 Chief Directorate: Metro Health Services

SALARY : R316 791 per annum
CENTRE : Klipfontein Mitchells Plain Sub-structure office
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in facilitating community participation. Inherent requirement of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects as well as communications to community and skills to deal with local media. A working knowledge of Health-related regulation pertaining to the district health council, the hospital boards and clinic committees. Computer literacy (MS Word, PowerPoint and Excel) good co-ordination, project management, problem solving skills and training skills. Good communication skills in at least two of three official languages of the Western Cape.

DUTIES : Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties.

ENQUIRIES : Ms S Abrahams Tel No: (021) 370-5055
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.
CLOSING DATE : 18 September 2020

POST 21/546 : **ARTISAN FOREMAN: GRADE A (ELECTRICAL)**
 Chief Directorate: Rural Health Services

SALARY : Grade A: R304 263 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate in the Electrical Engineering Environment. Experience: 5 years' appropriate post-qualification experience in the relevant field of electrical. Inherent requirement of the job: Must have a valid Wireman's licence. Ability to do standby duties and work overtime and attend to unplanned callouts and emergency maintenance. Ability and willingness to be available for emergencies/mass incidents. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills):

Proficiency in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literacy in Microsoft Excel, Word and Power Point. Ability to work under pressure and independently with good report-writing skills, conflict management and interpersonal skills, as well as excellent verbal and written communication skills.

DUTIES : Implement the operational planning of the electrical component, including preventative maintenance, repairs and report-writing. Management of budget and expenditure. Manage risks accordance to the OHS Act. Management of Human Resources.

ENQUIRIES : Mr C van der Westhuizen Tel No: (023) 348-1100

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. Shortlisting candidates may be subjected to a practical and/or competency test as part of the interview process.

CLOSING DATE : 18 September 2020

POST 21/547 : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**
Central Karoo District

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

CENTRE REQUIREMENTS : Beaufort West Hospital
Minimum educational qualification: Appropriate Trade Test Certificate (Electrical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr. F H du Toit Tel No: (023) 414-8235

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 applicants will be subjected to practical test.

CLOSING DATE : 18 September 2020

POST 21/548 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL FITTER)**
Central Karoo District

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

CENTRE REQUIREMENTS : Central Karoo District (Stationed at Laingsburg Hospital)
Minimum educational qualification: Appropriate Trade Test Certificate as Mechanical Fitter. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant

Trade Test Certificate. Inherent requirement of the job: Physically fit to perform duties and work at high places and roofs. Work overtime should the need arise, day or night, and standby duties. Valid (Code B/EB) driver's license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Knowledge of laundry equipment, Refrigeration systems and other hospital equipment. Good Electrical, welding and plumbing skills and knowledge and willing perform these duties. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Major repairs of equipment and plant. Plan and design of new installations and perform alterations. Do Installations of specialised systems and equipment. Perform preventative maintenance tasks on critical and specialised equipment. Mentor other technical staff in the application of new technologies and procedures. Perform administrative and related functions with regard to the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.

ENQUIRIES : Mr. F H du Toit Tel No: (023) 414-8235
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 applicants will be subjected to practical test.

CLOSING DATE : 18 September 2020

POST 21/549 : **ADMINISTRATION CLERK: SUPPORT (ENGINEERING)**

SALARY : R173 703 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration experience / knowledge of an Engineering Maintenance Workshop environment. Appropriate working experience in an Engineering Maintenance Workshop environment. Competencies (knowledge/skills). Familiar with engineering procurement requirement. Good communication, organisational and numerical skills. Good interpersonal skills. Computer literacy (Windows, Word, Excel, Outlook).

DUTIES : Manage and control the Engineering Administration office. Data capturing of repair requisitions. Tracking and following up on all requisitions submitted to Supply Chain Management. Recording of electricity and water accounts. Submit monthly utility consumption meter readings to the Accounts Department. Minute taking at meetings. Letter typing, faxing, scanning, etc. Compile weekly as well as monthly reports. Follow up with suppliers on incomplete work orders. Logging of calls with the various lift service providers, of all lift related faults and documenting thereof.

ENQUIRIES : Mr I D Fortuin Tel No: (021) 938-4235
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.

CLOSING DATE : 18 September 2020

POST 21/550 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
 Rural Health Services

SALARY : R173 703 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Appropriate experience of PERSAL (Attach PERSAL introduction certificate. Competencies (knowledge/skills): Proven knowledge and exposure to the duties and responsibilities of personnel administration section. Computer literate (i.e. MS office package, e-mail and internet). Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform all administrative duties pertaining to the personnel administration section e.g. appointments, service terminations, transfers, pension administration, salary administration, leave administration, housing, injury on

duty, distribution of monthly payslips, debt management and verify documents. Responsible for capturing transactions on PERSAL, audit personnel and leave records. Handle all personnel enquiries and correspondence (written and verbal) and file personnel data, policies, regulations and circulars. Maintenance of registers, i.e. PILIR, RWOPS, Appointment and service terminations. Act as adviser during recruitment and selection processes. Support supervisor and management and assist members of the Public with regard to Human Resource and Personnel matters.

ENQUIRIES : Ms R Crowley Tel No: (044) 802-4312
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.
CLOSING DATE : 18 September 2020

POST 21/551 : **ADMINISTRATION CLERK: SUPPORT**
 Garden Route District

SALARY : R173 703 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate secretarial and office administration experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Language and minute-taking skills. Knowledge of office administration practice. Typing proficiency. Good planning and organisational skills. Ability to maintain confidentiality with regards to Staff and Patients. Communication skills in at least two of the three official languages of the Western Cape. Practical computer literacy (MS Word, Excel and PowerPoint).

DUTIES : Diary management, handling of telephone calls and enquiries from the general public typing of documents, agendas and minutes, filing, routine correspondence, etc. Making of photocopies, sending of faxes, ensuring storage of equipment, requesting of repairs where necessary. Recording and distribution of circulars and other correspondence; handling of medical records; Requesting and receiving of stationary; logistical management of meetings. Liaison with police regarding patients and deceased.

ENQUIRIES : Dr A Brink Tel No: (044) 302-8405
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.
CLOSING DATE : 18 September 2020

POST 21/552 : **SECURITY OFFICER**

SALARY : R122 595 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Registration with a Professional council: Registration with the Security Board in terms of the Security Industry Regulatory Authority Act (Act 56 of 2001) PSIRA. Inherent requirement of the job: Willingness to work shifts and to be available on a 24 hours basis. Competencies (knowledge/skills): Ability to communicate (verbal and script) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal skills. Be responsible and diligent.

DUTIES : Protect/guard buildings/key-points/patients/visitors/personnel as well as the patrolling of fence off areas/buildings and the premises. Ensure access/egress control to prevent the unlawful entry/removal of persons/vehicles/dangerous objects and illegal substances and the monitoring of surveillance cameras/fire alarm systems. Control/monitor surveillance cameras to identify/prevent any unlawful entry of persons/suspicious objects/persons as well as vehicle thefts and forcible entry of departments/entrances of the hospital. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service.

ENQUIRIES : Mr VP September Tel No: (021) 938-6077
APPLICATIONS : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

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

CLOSING DATE : 18 September 2020

POST 21/553 : **STERILISATION OPERATOR PRODUCTION**
Chief Directorate: Metro Health Services

SALARY : R122 595 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std 7). Experience: Appropriate experience. Inherent requirement of the job: Willingness to work shifts including weekend, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills. Ability to work in a co-operative way within a team context.

DUTIES : Effective application of sterilisation processes and techniques and promote/ adhere to infection control as well as health and safety regulations. Decontamination, packing and sterilization of instruments linen and supplies. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines & equipment/consumables in a cost-effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

ENQUIRIES : Ms A Brown Tel No: (021) 377 4410
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7789.

FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/554 : **TRADESMAN AID**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Experience: Appropriate experience in tasks performed in a maintenance workshop. Competencies (knowledge/skills): Ability to use electrical and hand tools. Good interpersonal, communication and organisational skills. Ability to work independently. Ability to handle heavy equipment, heights and narrow spaces.

DUTIES : Provide a support service to the technical staff. Provide a clean hygiene and safe working environment. Maintain program according to allocated schedule. Cleaning of drains. Do standby on rotation basis and work overtime if needed.

ENQUIRIES : Mr N Neethling Tel No: (021) 377-4344
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital: AZ Berman Drive, Lentegour or Private Bag X9, Mitchell's Plain 7789.
Ms CC Johnson

FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/555 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Mitchell's Plain District Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Willingness to handle bodies (corpses). Ability to perform tasks such as lifting patients from/onto beds, trolleys and wheelchairs. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.

DUTIES : Transport corpses from ward to bereavement room. Take blood specimens to laboratories. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Accompany walking patients and transport sitting/non-

walking patients per trolley or wheelchair between wards and treatment areas. Assist with loading of patients in/out of ambulances/vehicles. Responsible for cleaning of wheelchairs and trolleys.

ENQUIRIES : Mr J Roberts Tel No: (021) 377-4327
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain Hospital, Private Bag X9, Mitchell's Plain, 7800.

FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/556 : **FOOD SERVICE AID (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate experience in a large-scale food service environment. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, quality portion control of food according to standardised recipes. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy, strong enough to lift heavy objects and be on their feet the entire day. Must be willing to enter hospital wards. Ability to do work of physical natures (Lifting Heavy Objects). Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit on a large scale. Knowledge of hygiene, occupational health, hazard analysis and critical control points (HACCP) and safety principles. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to maintain good interpersonal skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the foodservice unit. Pre-prepare and produce all normal and therapeutic diets. Weigh, dish and distribute food to various wards. Follow and adhere to Health and Safety prescripts. Follow standardised PAWC Receipts and menus. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms A Getyeza Tel No: (021) 440-3188
APPLICATIONS : The Chief Executive Officer: Valkenberg Hospital, Private Bag X1, Observatory, 7935.

FOR ATTENTION : Ms AL Stephens
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/557 : **FOOD SERVICES AID**
Chief Directorate: Rural Health Services

SALARY : R102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. 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 preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food 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.
CLOSING DATE : 18 September 2020

POST 21/558 : **DRIVER (LIGHT DUTY VEHICLE)**
Garden Route District

SALARY : R102 534 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid Code B/EB driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies (knowledge/skills): Ability to communicate in two of the three official languages in the Western Cape. Ability to accept responsibility, keep accountable and work independently. Knowledge of Transport Regulations and good knowledge of road networks.

DUTIES : Daily transporting of official passengers, post, packages, medication, goods and equipment. Effective delivery and collection of all blood products. Assistance to Transport Officer in conducting routine maintenance inspections of vehicles and timeously reporting of defects. Ensure accurate completion of log-books and routine administration duties.

ENQUIRIES : Mr SR Papa Tel No: (044) 203-7314
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

POST 21/559 : **FOOD SERVICES AID**
West Coast District

SALARY : R102 534 per annum
CENTRE : Lapa Munnik Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in an industrial Food Service environment. Inherent requirements of the job: Ability to work shifts, including weekends and public holidays. Must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to departmental specifications and adhere to Hospital Policy. Interpret recipes, use a scale and do basic sums. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an industrial food service unit. Ability to correctly interpret standardized recipes and production planning. Knowledge of hygiene, occupational health, HACCP and safety principles. Ability to safely and correctly handle industrial equipment. Must be able to work independently and under pressure. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Pre-preparation and production of all normal and therapeutic diets. Weigh, dishing up and distribution of patient food and beverages. Assist in receipt and storage of all provisions and stock in the food service unit. Follow correct hygiene and safety procedures within food service unit. Follow and adhere to elementary control measures and standard operational procedures. Cleaning of all work areas, storage areas, utensils and equipment. Assist with informal in-service training of new employees.

ENQUIRIES : Ms A van Breda Tel No: (022) 487-9223
APPLICATIONS : Please submit your application to the District Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 September 2020

DEPARTMENT OF HUMAN SETTLEMENTS

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 : 21 September 2020
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE

targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 21/560** : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: HS 24/2020**
- SALARY** : R733 257 per annum (Level 11) All-inclusive salary package
- CENTRE** : Human Settlements, Western Cape Government
- REQUIREMENTS** : An appropriate post-graduate (or higher qualification) in fields related to the Built Environment, Social Sciences, Economics or Human Geography; A minimum of 5 years management level working experience of policy analysis and/or research in any of the following fields: Social Sciences, Built Environment, Human Geography, Economics or Human Settlements; A valid (Code B or higher) driving licence. Recommendations Master's Degree in relevant field of Built Environment, Social Sciences, Economics or Human Geography; Knowledge and experience in: Research and managing research or policy development projects; Sustainability initiatives and policies within the built environment; Human settlements and/or local government legislation and policies. Competencies: Proven knowledge in: Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Applying qualitative and quantitative research methods and policy development processes. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners; Advise and support government departments and municipalities on human settlements policy and research when requested; Work effectively both as part of a team and independently.
- DUTIES** : Provide information on and interpretation of human settlement policies and relevant legislation; Design and conduct human settlements research projects that meet the research objectives of the Directorate, Chief Directorate, and the Department; Facilitate the development of human settlement policies, policy review processes, and policy guidelines in line with relevant human settlements legislation; Establish and maintain networks, partnerships, reference groups and consultation processes as necessary to support policy and research; Facilitate the dissemination of relevant human settlements policy and research outputs/information to relevant stakeholders; People and Operational Management.
- ENQUIRIES** : Ms P.N Sicetsha Tel No: (021) 483 3837

DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 21 September 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 21/561** : **ASSISTANT DIRECTOR: RISK AND VULNERABILITY ASSESSMENT (DISASTER RISK REDUCTION) REF NO: LG 13/2020**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management, Environmental, Geographic or related fields; A minimum of 3 years relevant experience in a disaster management, disaster

risk assessment / reduction or similar environment. Recommendation: Registered as a Disaster Management Associate with the Disaster Management Institute of Southern Africa (DMISA) or eligible to register within six months of appointment in the post. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002) as amended and related policies and guidelines; Good understanding of Disaster Management Programmes and services implemented; Project planning, management and coordination; Financial Management: Information Management and Data Analysis; Stakeholder engagements; Report writing; Facilitation and Coordination; Communication (written and verbal) skills; Computer proficiency in MS Word, Excel, PowerPoint and Geographic Information Systems; Ability to work: Under pressure in high risk areas (emergency or disaster situations); Independently and within a team.

DUTIES : Assist in the management of: An Indicative Disaster Risk Profile; Comprehensive disaster risk and vulnerability assessments; Providing Municipal Disaster Management Centers with support in maintaining a credible risk profile; The establishment and maintenance of Geographical Information System; Implementation of disaster Early Warning System and special intervention programmes for high risk hazards; Supervision of human resources and related functions as well as the finances in the sub-directorate.

ENQUIRIES : Mr L. Nokoyo at (021) 937 6359

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

POST 21/562 : **PERSONAL ASSISTANT: HOD SUPPORT REF NO: LG 14/2020**

SALARY : R257 508 per annum (Level 07)

CENTRE : Local Government, Western Cape Government

REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in rendering support services to management. Competencies: Knowledge of the following: Relevant Policies, prescripts, regulations and procedures pertaining to the department; Basic Financial administration; Administration skills; Proven computer literacy in MS Office (Word, Excel and PowerPoint; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism; Ability to do research and analyse documentation; Excellent (written and verbal) communication skills.

DUTIES : Provide a secretarial/ receptionist support service to the manager; Rendering administrative support services with regards to meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms D Benjamin Tel No: (021) 483 3938

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

DEPARTMENT OF THE PREMIER

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 : 21 September 2020

NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 21/563 : **DEPUTY DIRECTOR: APPOINTMENTS AND COMPENSATION REF NO: DOTP 15/2020 R1**

This post is a re-advertisement, if you previously applied you need to re-apply as your previous application will not be considered.

SALARY
CENTRE
REQUIREMENTS

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

: Premier, Western Cape Government

: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Human Resources/Industrial Psychology/ Public Management or related qualification; A minimum of 3 years middle management experience in a human resource management environment. Recommendation: Extensive working experience in a transactional HR environment; Extensive experience in Appointments, Service Benefits, Auditing and Payroll administration. Competencies: Proven knowledge of National and Provincial instruments and legislation pertaining to human resources management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; People Management skills; Excellent communication (verbal and written) skills; Ability to cope with repetitive tasks in a highly regulated environment; Ability to analyse, conceptualise and implement policy; Ability to do complex calculations; Advanced proficiency in MS Office, especially MS Excel; Monitoring, evaluation and reporting skills.

DUTIES

: Manage staff who perform the following functions: The appointment of nominated candidates on PERSAL; The appointment of contract employees, including contract extensions; Promotions, transfers within or into the WCG, secondments and acting appointments; Post upgrades, acting appointments and salary matters such as over or under payments; Render compensation management services; Perform managerial tasks with regard to the Sub-directorate which will entail: Participation in the recruitment and selection of staff; Motivate, train and guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintenance discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the component.

ENQUIRIES

: Ms E Olivier at (021) 483 9208

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE
NOTE

: 21 September 2020

: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 21/564 : **SOCIAL WORK SUPERVISOR: DRAKENSTEIN (SERVICE DELIVERY TEAMS) REF NO: DSD 56/2020**

SALARY
CENTRE
REQUIREMENTS

: R384 228 - R445 425 per annum (OSD as prescribed).

: Social Development, Western Cape Government

: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge of the following: Social work services and human behaviour; Analytical, diagnostic, assessment tools, evaluation methods and processes; Personnel Management and practices; Supervision Framework for Social Workers; Social Work legislation related to children; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Good communication (written

and verbal) skills; Proven computer literacy; Organising and planning skills; Project planning skills; Psycho social intervention skills; Report writing; Presentation and facilitation skills; Analytical and problem-solving skills; Client orientation and customer focus skills.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : Mr D. Eland at (023) 348 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

POST 21/565 : **SOCIAL WORKER: CAPE WINELANDS/OVERBERG REGION (SOCIAL WORK SERVICES) REF NO: DSD 57/2020**

SALARY : Grade 1: R257 592 – R298 614 per annum
Grade 2: R316 794 – R363 801 per annum (OSD as prescribed).
Grade 3: R384 228 – R445 425 per annum (OSD as prescribed).
Grade 4: R472 551 – R581 178 per annum (OSD as prescribed).

CENTRE : Social Development, Western Cape Government
REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

DUTIES : Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Attend to matters that results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms M Arendse at (023) 384 5300
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF 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** : 21 September 2020
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 202. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 21/566** : **ASSISTANT DIRECTOR: GMT - FLEET FINANCE (FINANCIAL ACCOUNTING SERVICES) REF NO: TPW 173/2019 R1**
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma or higher qualification) in Accounting Science; A minimum of 5 years relevant experience in an accounting environment; A valid code B driving licence. Competencies: Knowledge of the following: Financial delegations, procedures and Instructions; Disciplinary and grievance procedures; FleetMan system; Oracle EBS (E-Business Suite); GRAP (Generally Recognised Accounting Practice); Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Departmental Instructions; Proven computer literacy (MS Office); Communication (written and verbal) skills; Ability to interpret relevant directives and policies; Problem solving skills.
- DUTIES** : Maintain programmes to maintain the Standard Chart of Accounts (SCOA) and ensure all month-end procedures are performed; Prepare financial reports and communicate to all relevant stakeholders, Ensure financial statement are followed up, scrutinised and included in financial reporting; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.
- ENQUIRIES** : Mrs K. Proctor-Fourie at (061) 884 6572

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 18 September 2020
- NOTE** : 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 21/567** : **DEPUTY DIRECTOR: SALARIES REF NO: 186**
Branch: Financial Accounting
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum plus benefits (Level 11)
: Cape Town
: A B. Degree or equivalent qualification in Financial Accounting with at least 5 years' experience in a Financial Accounting environment, inclusive of a minimum 3 years management/supervisor experience. A valid driver's license (Code B/EB). Proven Knowledge of Accounting standards, Sound knowledge of financial management and accounting processes; Sound knowledge of modern systems of governance and administration; knowledge of Risk Management and Auditing; Sound Knowledge of financial information systems; Sound knowledge of Supply chain management; Financial Delegations; Cash flow. Project Management and organisational skills; Report writing; MS Office applications; Ability to interpret regulations; Problem resolution experience requiring strong analytical skills, sound judgement.
- DUTIES** : Monitor compliance with all applicable prescripts and regulations. Develop and implement policies and procedures dictating salary administration processes. Provide inputs to the quarterly and annual financial statements (IFS and AFS) and related audit and review processes. Ensure that all outstanding inter-departmental salary receivables are followed up, cleared and reconciled. Provide effective and efficient salary support to the WCED. Ensure PERSAL exceptions are followed up and cleared. Management and control of the investigation of balances in relevant ledger accounts and ensure that these balances are cleared monthly. Prepare and submit monthly, bi-annual and annual tax reconciliation to SARS timeously including management of SARS payments. Management of IRP5 administration including balancing manual IRP5 totals with amounts paid to SARS and capture manual IRP5's on SARS software. Manage the administration of salary deductions and claim process. Manage service termination procedures. Handle the payment of and overpayment of salaries and allowances including salary recalls. Ensure effective and efficient payroll/salary administration and pay sheet control. Manage monthly reconciliation on pay sheets distributed and ensure that pay sheets are certified as required by Treasury Regulation. Render an effective and efficient financial registry and mailing service. Manage the relevant sub-directorate in line with the strategic objectives of the Department. Identify staff capacity needs and ensure training interventions and provide financial training of all relevant personnel.
- ENQUIRIES** : Mr Z Mpisi Tel No: (021) 467 2511
- POST 21/568** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE REF NO: 171**
Branch: Education District Office Cape Winelands
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09)
: Worcester
: National Diploma (NQF 6) or degree plus 3 years administrative experience. A valid driver's licence. Knowledge of the Education departmental policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures. Knowledge of finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Written and verbal communication in 2 official languages of the Western Cape. Computer literacy. Project Planning and Organising skills. Presentation and facilitation. Report writing skills (specifications and submissions). Interpretation, Interpersonal, Problem solving and Financial skills.
- DUTIES** : Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial-, records- and school governance and management policies, guidelines and instruments. Coordinate and monitor all financial-, records-, governance and management training interventions. Manage learner admission at district level. Supervision of staff.
- ENQUIRIES** : Mr J Benjamin, Tel: 023 - 348 4600

POST 21/569 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: 174**
Branch: Physical Resource Planning & Property Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree in Real Estate or related Property Management fields plus relevant experience. 3 years of experience post qualification, valid driver's licence and computer literacy.

DUTIES : Implement land affairs matters. Update Immovable Asset Register. Administer leases. Administer Municipal Accounts. Administer use of utilities.

ENQUIRIES : Mr G Coetzee Tel No: 021 - 467 9337

POST 21/570 : **OFFICE MANAGER: OFFICE OF THE DDG: EDUCATION PLANNING REF NO: 177**
Branch: Education Planning

SALARY : R376 596 per annum (Level 09)
CENTRE : Cape Town
REQUIREMENTS : National Diploma (NQF Level 6) or Degree qualification with 3 years proven office management experience; Recommendation: Experience in an education environment; Valid driver's licence; Advanced knowledge of the South African Schools Act; Knowledge of all legislation related to the key performance areas as they affect districts; Proven excellence in management of district support and/or school management.

DUTIES : Render secretariat support to the DDG in specific meetings/forums/committees of the Department and external forums where applicable e.g. secretary of highly confidential and sensitive meetings. Manage all administrative support functions, including documents of a very sensitive nature, in the Office of the DDG, ensuring the proper flow of information and correspondence to and from the DDG. Execute research, analyse information and compile complex documents/submissions of strategic nature for the DDG, EXCO and members of Top Management including drafting of presentations to the HoD, as instructed by the DDG. Draft replies/memoranda of strategic nature on behalf of the DDG specifically with respect to stakeholders. Manage parliamentary questions and enquiries. Operational planning and work organisation of the Branch. Develop and maintain systems, procedures and protocols. Manage the resources, including office budgets, of the Branch. Manage, co-ordinate and provide technical support.

ENQUIRIES : Mr S Abrahams Tel No: 021 – 467 2076