

**PROVINCIAL ADMINISTRATION: WESTERNCAPE
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 16 November 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 25/367** : **CANDIDATE ENGINEERING TECHNICIAN (CIVIL): SUSTAINABLE RESOURCE MANAGEMENT VARIOUS LOCATIONS REF NO: AGR 56/2020 (X5 POSTS)**
(Contract Positions for A 3-Year Period)
- SALARY CENTRE REQUIREMENTS** : R268 713 per annum (OSD as prescribed)
: Agriculture, Western Cape Government
: National Diploma in Engineering or relevant qualification; Registration with ECSA as a Candidate Engineering Technician (Civil) is compulsory upon appointment; A valid driving licence. Recommendations: Technical design and analysis skills. Competencies: Knowledge of the following: Project Management; Application of computer-aided engineering applications; Legal compliance; Written, and verbal communication skills; Proven computer literacy; Research and development skills.
- DUTIES** : Operational management of sub-programme (LandCare) for the local municipal area; Conservation of the natural agricultural resources; Implementation of LandCare projects.
- ENQUIRIES** : Mr F Steyn at Tel No: (021) 808 5090

DEPARTMENT OF COMMUNITY SAFETY

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OTHER POST

- POST 25/368** : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: CS 19/2020**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive salary package)
: Community Safety, Western Cape Government
: An appropriate Post Graduate qualification in Social Science/ Law/ Criminology or related discipline; A minimum of 6 years' relevant experience in a research environment of which 3 years must be on management level; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: Technical expertise (Research Methodologies), Legislative processes,

- Developing legislation, regulations, policies and memorandums of agreements; Strategic processes. Skills: Research, Problem solving, Decision making and analytical thinking; Organisational and administrative; Communication (written and verbal) skills; Presentation; Report writing skills. Proven computer literacy
- DUTIES** : Effective management of resources; Inform research priorities for the Directorate; Oversee and conduct quantitative and qualitative research on safety, violence, youth, crime and/or gang activity; Engage with relevant stakeholders on the Directorate's research findings, the department's outputs and its impact on safety; Inform evidence-based policy aimed at improving safety; Contribute to the coordination of special policy and research projects aimed at improving community safety.
- ENQUIRIES** : Ms A Dissel at Tel No: (021) 483 6548

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 16 November 2020
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 25/369** : **DIRECTOR: GREEN PROGRAMMES AND PROJECTS (WITHIN THE CHIEF DIRECTORATE: GREEN ECONOMY) REF NO: DEDAT 2020-19**
- SALARY CENTRE** : R1 057 326 per annum (Level 13). (All-inclusive salary package)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (B-Degree) in Engineering/ Science/ Resource Management/ Water Management/ Commerce/ Economics/ Sustainability/ Climate Change/ Environmental Science/ Town Planning or other equivalent qualification; 5 years' experience in the water sector or green economy, with a minimum of 3 years at a management level; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Post graduate qualification or equivalent in the fields above; Experience in developing, co-ordinating and managing the implementation of green economy and / or water related strategies; Extensive stakeholder management experience in the green economy (particularly the water sector), across multiple spheres of government, the private sector and academia; Experience / ability in sourcing and communicating green economy &/or water intelligence (incl research, dissemination & application) including experience with commercialisation of technology and services; and Management experience (Human Resource & Financial Management) Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication.
- DUTIES** : Manage green economy programmes and projects (with an initial focus on economic water resilience); Facilitate and manage the alignment between all relevant stakeholder interests within the green economy (initial focus on water); Monitor and oversee the performance of implementing agents contracted by WCG to deliver on the green economy strategy; Source and communicate

ENQUIRIES
NOTE

intelligence regarding the green economy; Strategic Management; People Management; and Financial Management.
: Ms Helen Davies Tel No: (021) 483 7845 helen.davies@westerncape.gov.za
: 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. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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 25/370

: **DIRECTOR: HEALTH TECHNOLOGY**
Directorate: Health Technology Head Office, Cape Town

SALARY

: R1 057 326 per annum (A portion of the package can be structured according to the individual's personal needs.)

CENTRE

: (Incumbent will be stationed at the Bellville Health Park on Karl Bremer Hospital Site, Bellville)

REQUIREMENTS

: Minimum educational qualification: An undergraduate qualification (NQF level 7) as recognized by SAQA in Health Sciences or Engineering (specialisation in Biomedical, Clinical, Electrical, Electronics or Mechatronics) with 5 years of experience at Middle/Senior management level. Post-graduate qualification in management would be advantageous. 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 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: Minimum 5 years' experience post qualification in life-cycle management of medical devices/equipment. Experience in Public Sector would be advantageous. Inherent requirements of the job: Ability to work extended hours – after hours and weekends, if required. Willingness to travel and stay overnight away from home base. Sufficiently physically fit and healthy to walk long distances in the confines of a building and / or on a construction site. Valid SA (Code B/EB) drivers licence. Competencies (knowledge/skills): Relevant knowledge of programme and project management methodology. Relevant knowledge of and experience in medical device/equipment life-cycle management (needs assessment, planning, evaluation, acquisition, utilisation, maintenance and asset management) and related strategy, policy, regulation and standard operating procedures. Understanding and interpreting specifications for medical devices/equipment. Relevant knowledge and skills in legislation, procurement, finance, public administration and document management. Advanced computer literacy: Microsoft Office and ability to use computerised Project Management tools. Strong negotiation and advanced interpersonal skills. Excellent verbal and written communication, report writing and presentation skills.

DUTIES

: Strategic healthcare technology planning, acquisition and implementation. Optimised asset deployment and life-cycle management, including maintenance support. Leveraging and supporting innovation, including that of processes, systems and services. Risk Management activities ensuring strategic, financial and project risks are identified, monitored and managed accordingly. Quality Management which includes development and managing

a Quality Improvement Plan across the directorate. Manage the corporate services of the directorate which includes. Financial and Human Resources.
ENQUIRIES : Dr L Angeletti-du Toit, Tel. No: (021)483-5354 / 071 7947771
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. Short-listed candidates may be requested to undertake practical, competency, and psychometric tests. A full job description is available upon request.
CLOSING DATE : 13 November 2020

OTHER POSTS

POST 25/371 : **MANAGER: MEDICAL SERVICES GRADE 1**
 Garden Route District

SALARY : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs)

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

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

ENQUIRIES : Mr VZ Brickles Tel No. (044) 803-2707
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. "Candidates, who are no in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status

CLOSING DATE : 13 November 2020

POST 25/372 : **PHARMACY SUPERVISOR: GRADE 1**
 Chief Directorate: Metro Health Services

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

CENTRE : Kraaifontein Community Health Centre
REQUIREMENTS : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the South African Pharmacy Council:

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

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

ENQUIRIES : Mr CE Malan Tel No: (021) 815-8876
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 : 13 November 2020

POST 25/373 : **OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS**

SALARY : R562 800 per annum (PN-B3)
CENTRE : Metro TB Hospital Complex (Brooklyn Chest Hospital)
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognizable 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/recognizable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: Deputising for the Assistant Manager, Nursing. Willingness to work night-duty to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Knowledge of the Public Finance Management Act and departmental policies. Knowledge of the Nursing information Management Systems (NIMS). Basic computer literacy.

DUTIES : Coordinate, implement and monitor the strategic objectives of the Nursing department, facility and Department of Health. Supervise, plan and coordinate the provision of an effective and holistic nursing care service within the legal and professional framework. Ensure effective People Management and People Development within the Department including staff performance and disciplinary processes. Ensure effective management and utilisation of human, financial and physical resources to ensure optimal functioning in the unit, in accordance to all relevant directives and legislation. Initiate and participate in training, development and research within the nursing department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the department. Deliver an effective support service to the Nursing Management and the Institution. Promote infection, prevention and control, quality assurance and occupational health and safety.

ENQUIRIES : Ms LT Beukes Tel No: (021) 508-7406

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 : 13 November 2020

POST 25/374 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE)**

SALARY : R562 800 per annum (PN-B2)
CENTRE : Tygerberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. 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 the period above must be appropriate recognisable experience in the theatre after obtaining the 1-year post-basic Operating Theatre Nursing Science qualification. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as part of a multi-disciplinary team. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Basic computer literacy. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector.

DUTIES : Deliver a support service to the Nursing Service and the institution. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised Nursing Service as an Operational Manager in Theatre setting. To maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
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. Applications")
CLOSING DATE : 13 November 2020

POST 25/375 : **ASSISTANT DIRECTOR: SPEECH THERAPY**
Groote Schuur Hospital

SALARY : R517 326 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification which allows independent registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Independent registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. Experience: A minimum of 3 years' experience after registration with the HPCSA as an independent Speech Therapist practitioner. Competencies (knowledge/skills): Management competencies including human and physical resource management, strategic and operational planning and implementation, as well as financial management. Strong leadership, motivational, and interpersonal skills and ability to work in a team, with good organisational, decision-making and conflict resolution skills. Relevant and recognizable clinical, supervisory and managerial experience in a Speech Therapy Department, preferably in a tertiary hospital setting. Should be an experienced, bilingual Speech therapist with demonstrable expertise in this field. Experience in teaching and/or supervision of undergraduate Speech therapy students.

DUTIES : Responsible for planning, managing, co-ordinating and maintaining an optimal Speech Therapy service aligned with the strategic core business of Groote

Schuur Hospital and the Western Cape Department of Health. Manage and utilise staff, financial and physical resources effectively to ensure optimal operational functioning of the Speech therapy department. Promote quality patient care through the setting, implementation and monitoring of standards. Facilitate and participate in training of staff and students within the Speech Therapy Department. Maintain ethical standards and promote professional growth and staff development. Deliver a support service to the Allied Health Sciences Department of Groote Schuur Excellent communication skills (written, verbal), advanced report writing, strong administrative skills, bilingual and computer literate.

ENQUIRIES : Mr L. Naidoo Tel No: (021) 404-2263
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 : 13 November 2020

POST 25/376 : **CLINICAL PROGRAMME COORDINATOR GRADE 1(CHRONIC DISEASES INCLUDING MENTAL HEALTH)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A5)
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the job, incumbent to maintain registration with the SANC). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate or recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good interpersonal, leadership and Project management skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel and PowerPoint). Appropriate knowledge and experience in Health Care services and systems across the platform (COPC framework).

DUTIES : Participate in the process of developing strategic and operational guidelines and plans for Chronic Diseases including Mental Health Care. Oversee the development and implementation of policies, directives and regulations from NDOH and WCG: Health as well as Sub-structure levels. Participate in the development and review of performance plans for Chronic Disease and Mental Health clinicians. Provide professional and technical support for the provision of quality patient care through proper management of chronic diseases including mental health. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care. Develop and implement quality assurance programmes guidelines, protocols, norms and standard. Assist with NPO contract management.

ENQUIRIES : Ms S Mc Cloen Tel No: (021) 360-4673
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 : 13 November 2020

POST 25/377 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL) (IPC)**
 Chief Directorate: Metro Health Services

SALARY : R444 276 per annum
CENTRE : New Somerset Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a professional council:

Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to analyse health systems information, and skills and experience in the preparation of reports. Communication (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations, leadership. Knowledge of Provincial infection prevention and control measures and practices. Project Management skills and Computer literacy.

DUTIES : Deliver an effective Central Sterilizing Department (CSD), w.r.t. infection prevention and control in the Institution within a professional / legal framework. Develop and ensure implementation of clinical practice guidelines and Standard Operating Procedures (SOP's) in Infection Prevention Control (IPC) for use by staff and participate in surveillance and auditing. Facilitate and coordinate the management of risks as identified in terms of infection control and participation in outbreak investigations to give relevant inputs and advice. Financial Management control and Management of Medical Waste. Participation in training and Research programs relevant to the principals and management of infection prevention and control. Provide effective guidance and training in Infection Prevention and Control to staff.

ENQUIRIES : Ms S Basardien Tel No: (021) 402-6485
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 : 13 November 2020

POST 25/378 : **PROFESSIONAL NURSE: GRADE 1 TO 2: (SPECIALTY: MIDWIFERY AND NEONATAL NURSING SCIENCE)**
 (Garden Route District)

SALARY : Grade 1: R383 226 per annum, (PN-B1)
 Grade 2: R471 333 per annum (PN-B2)
 (Plus non pensionable rural allowance of 8% of your annual basic salary)

CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Midwifery and Neonatal Nursing Science. Registration with a Professional Council: Registration with SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Midwifery and Neonatal Nursing Science and ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practice. Maintain professional growth/ethical standards and self-development, compliance to.

ENQUIRIES : Ms H Human Tel No: (044) 203-7203
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. "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** : 13 November 2020
- POST 25/379** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**
Garden Route District
- SALARY** : Grade 1: R383 226 per annum, (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
(Plus a non-pensionable rural allowance of 8 % of basic annual salary)
- CENTRE REQUIREMENTS** : Oudtshoorn Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a Professional Council Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding mental health care and ability to implement it. Leadership and interpersonal skills. Computer skills.
- DUTIES** : Active participate in provisioning of nursing care to patients with mental health problems. Advice/treat mental health conditions presented at health facility and ensure continuous care. Provide a therapeutic environment, training of patients and teaching of patients, staff, councillors and community and involvement in community health projects and focusing on mental health needs. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulations and implementations of nursing guidelines, practices, standards and procedures.
- ENQUIRIES APPLICATIONS** : Ms H Human, Tel No: (044) 203-7203
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. "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** : 13 November 2020

<u>POST 25/380</u>	:	<u>PROFESSIONAL NURSE GRADE 1 OR 2 (SPECIALTY: COMMUNITY MENTAL HEALTH)</u> Central Karoo District
<u>SALARY</u>	:	Grade 1: R383 226 per annum Grade 2: R471 333 per annum (Plus a non-pensionable rural allowance of 12% of basic annual salary)
<u>CENTRE</u>	:	Beaufort West PHC Support & Outreach, (Stationed at Central Karoo District Office)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma / degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Valid (code B/EB) driver's license. Willingness to travel in the district as well as in the province. Competencies (knowledge/skills): Must have good psychosocial, health assessment, interpersonal, planning, organisational and training skills. Knowledge of Mental Health Legislation and psychopharmacology, as well as of relevant legislation and policies of the Western Cape. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Computer Literacy.
<u>DUTIES</u>	:	Actively participate as a specialist nurse in the monitoring and provision of acute and chronic mental health care to patients/clients of all age groups at Health Facilities in the Central Karoo District. Design and implement treatment plans and critically evaluate outcomes. Promote and maintain mental health and manage the effects of mental illness through education, counselling and psycho-social rehabilitation. Participate in the training and clinical supervision of other health care providers. Responsible for clinical governance evaluation (clinical audits) relating to mental health services in the district. Data Management.
<u>ENQUIRIES</u>	:	Ms A Jooste Tel No: (023) 414-3590
<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. "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)"
<u>CLOSING DATE</u>	:	13 November 2020
<u>POST 25/381</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)</u> Garden Route District
<u>SALARY</u>	:	Grade 1: R383 226 per annum, (PN-B1) Grade 2: R471 333 per annum (PN-B2)
<u>CENTRE</u>	:	Calitsdorp CC, Kannaland Sub-district
<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 and Midwife. 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 the SANC as a Professional Nurse and Midwife. Experience: **Grade1**: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2**: 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 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid driver's licence (Code B/EB) and willing to drive mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): 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 in MS Word, Excel, Outlook.

DUTIES : Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmed in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES : Ms S Labuschagne Tel No. (028) 551-1342
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

CLOSING DATE : 13 November 2020

POST 25/382 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS MANAGEMENT**
 Directorate: People Practices and Administration

SALARY : R376 596 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience and Sound knowledge in Employee Health and Wellness. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and overnight at various workplaces across the geographical area of the Western Cape and other provinces. Competencies (knowledge/skills): Computer literacy (Ms Office: Word, Excel, PowerPoint, Email). Facilitation, writing, research, conceptualization, analytical, statistical analysis and communication (written and verbal) skills. Research, conceptualisation, statistical analysis and facilitation skills. Ability to interpret and apply relevant legislation and regulations. Understanding of Employee Health and Wellness Framework for the Public Service. Creativity, self-motivation and assertiveness. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work independently without supervision and handle a high work volume. Team building and strong inter-personal skills.

DUTIES : Ensure the development, implementation, monitoring and reporting of strategies, programmes, policies and projects for employee wellness. Conduct research analysis to identify determinants of ill-health, injury on duty and occupational diseases in order to co-ordinate programmes and projects to promote health and wellness strategies. Conduct trend analysis, statistical analysis and impact assessments relating to health and productivity of employees. Manage the development and implementation of a comprehensive workplace HIV and AIDS/STI/TB Programme. Manage the implementation of a comprehensive Employee Health and Wellness Management programme. Coordinate Contract Management of Service Level Agreement for service providers for Employee Health and Wellness. Providing support and guidance to managers and facilities with reference to Employee Health and Wellness matters. Develop and implement a monitoring and evaluation framework for Employee Health and Wellness in the Western Cape Government: Health. Developing a departmental marketing plan for Employee Health and Wellness. Supervision and management of staff and other employee management tasks.

ENQUIRIES : Ms M Buis Tel No: (021) 483-3778
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 : 13 November 2020

- POST 25/383** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT**
Overberg District
- SALARY** : R316 791 per annum
CENTRE : Overberg District Office (Stationed in Caledon)
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Supply Chain, Contract and Asset Management. Appropriate experience in Compliance Management and Reporting. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS) as well as good organisational, managerial, leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.
- DUTIES** : Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes. Responsible for Inventory control, warehouse management and Asset Management processes. Responsible for the monitoring and evaluation of Contract Management. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements.
- ENQUIRIES** : Ms J Honeyball Tel No: (028) 214 5855
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 practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/384** : **SENIOR STATE ACCOUNTANT: FINANCE (COMPLIANCE) (X2 POSTS)**
Directorate: Financial Accounting
- SALARY** : R316 791 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Finance, Accounting or auditing with experience in the key performance areas of the job. Experience: Appropriate experience in Finance and Supply Chain Management environment. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Competencies (knowledge/skills): Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof to management. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of transfer payments. Computer literacy (Microsoft Excel, Word).
- DUTIES** : Evaluate data of finance and SCM systems of the institutions to ensure credibility thereof by using the internal and compliance assessment tools. Evaluate Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Report any discrepancies found and assist Institutional management to implement corrective measures. Evaluate the use and management of all assets in the institution and ensure that all assets are correctly accounted for on accounting systems of the department.
- ENQUIRIES** : Mr DM Pick Tel No: (021) 940-8725
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. Candidates may be subjected to a practical assessment.
- CLOSING DATE** : 13 November 2020

- POST 25/385** : **SENIOR ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
- SALARY** : R316 791 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate project or contract and theoretical management. Appropriate recognized facility, contract or project management experience. Inherent requirement of the job: Ability to work under pressure and available after-hours, when necessary. Sufficiently physically fit and healthy and able to walk long distances in the confines of the building and various project sites. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy in the MS Word, Excel and PowerPoint applications including good presentation skills. Excellent communication skills and proficient in at least two of the three languages of the Western Cape. Knowledge of the PFMA, Treasury Regulations and Contract/ Project Management. Familiar with Facilities Management processes inclusive of property leasing, managing of space, drawing up of various documents related to estates such as but not limited to memorandum of understanding or general agreements pertaining to occupation of space.
- DUTIES** : Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Deal with emergency requests for finalising of Quality Assurance Process. Ensure that electronic folder is created on ECM for each patient. Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to.
- ENQUIRIES** : Ms S Fiekies Tel No: (021) 360-4291
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 will have to take part in a practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/386** : **ARTISAN FOREMAN (CARPENTRY)**
- SALARY** : R304 263 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 5 years' appropriate experience as Artisan after obtaining the Trade Test Certificate in the relevant field of carpentry. Inherent requirement of the job: A valid (Code B/EB) drivers license. After-hour repairs and standby duties. Competencies (knowledge/skills): Computer literate. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Good communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Assist with the upkeep of a database of servicing and inspection of all plant, equipment and machinery. Compile minor specifications and await tenders and ensure compliance with stores regulations. Determine best utilisation of materials and to requisition materials accordingly. Do maintenance and repairs to plant, hospital services and equipment. Plan and design new installations and alterations attend to emergencies/standby duties and give technical advice. Render managerial assistance including departmental budgeting and procurement expenditure control. Supervise, train and develop staff and other HR related duties including evaluation reports of staff.
- ENQUIRIES** : Mr I 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** : 13 November 2020
- POST 25/387** : **ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT (SYSTEM SUPPORT)**
Head Office, Cape Town
- SALARY** : R257 508 per annum
CENTRE : Directorate: Information Management (Knowledge Management)

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in IT application system support. Inherent requirement of the job: Valid (Code B/EB) driver's license. Willingness to travel and overnight. Willingness to work overtime when required. Competencies (knowledge/skills): Intermediate computer literacy especially in MS Office with information technology knowledge. Good analytical and numerical skills. Ability to grasp technical issues and reports and diagnose the root cause. Good communication and training (verbal and written English) skills. Project administration, planning and sequencing skills.

DUTIES : (key result areas/outputs): Database administration including user access management and facility list management. Assist with the setup and maintenance of data capturing forms on the system. Provide a user support function including a helpdesk function and training provision. Maintain appropriate documentation of all changes to ensure a good audit trail and clean audit. Assist with analysis and development of system specifications. Assist with system testing of bug fixes, system development and enhancements.

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 : 13 November 2020

POST 25/388 : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Overberg District

SALARY : R257 508 per annum
CENTRE : Hermanus Hospital

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA) of the post. Experience: Appropriate experience in a Supply Chain Management environment. Appropriate working experience and skills in LOGIS and IPS/SEB. Inherent Requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Appropriate knowledge and practical experience in Logis and Integrated Procurement Solutions (IPS). In-depth knowledge of SCOA codes and reports on LOGIS. Knowledge and experience of Bas and Logis Reconciliations. Working knowledge of Logis sub-system controller. Good interpersonal and organisational skills. Ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS and IPS). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : Effective and efficient management of procurement processes. Inventory control, warehouse management and Asset Management processes. Perform LOGIS system controller functions. Ensure audit compliance, as well as handle audit queries with regard to SCM. Accurate and timeous monthly reporting, as well as compilation of annual/interim financial statements. Ensure sound labour practices are executed and implemented.

ENQUIRIES : Ms CE Langley Tel No: (028) 313 5220
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 : 13 November 2020

POST 25/389 : **ADMINISTRATION CLERK: SUPPORT**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Oudtshoorn Hospital

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience. Inherent requirements of the job: Willingness to work shifts. Relieve other clerks and rotate between departments. Competencies (knowledge/skills): Computer literacy, MS Office packages. Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels.

- Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good verbal, written and interpersonal skills.
- DUTIES** : Effectively contribute to the provision of a well-managed administrative system to accommodate the operational needs of the nursing division. Provide a client/patient-friendly environment at the administrative office/frontline desk in the unit. Maintain code of ethics and core values to ensure effective interpersonal communication. Facilitate the feedback to the Manager regarding patients, stock and equipment procurement and maintenance thereof. Maintain Clinicom process to record patient movement and other electronic documentation. Support the Nursing Management with administration tasks which includes typing, filing, faxing and correspondence, deal with telephone enquiries, keep notice board tidy and act as secretariat in various meetings.
- ENQUIRIES** : Ms H Human Tel No: (044) 203-7203
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. Candidates may be subjected to a practical test.
- CLOSING DATE** : 13 November 2020
- POST 25/390** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
 Chief Directorate: Metro Health Services
- SALARY** : R173 703 per annum
CENTRE : Bothasig Community Day Centre
REQUIREMENTS : Minimum educational qualification: Senior Certificate Grade 12 (or equivalent). Experience: Appropriate experience in Information Management environment. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, Power Point and Access). Knowledge and experience in departmental systems, i.e. Health Information Systems, Ideal clinic, Sinjani, PHCIS etc. Knowledge of Health Information policies. Fluent in at least two of the three official languages of the Western Cape.
- DUTIES** : Data Collection, Collation, Capturing and Reporting. Perform administrative role as a member of the Information Management team. Office administration (filing process, telephone and minute taking etc.) Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information co-ordinating activities, audit preparation.
- ENQUIRIES** : Ms DE Poole Tel No: (021) 558-5010
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 : 13 November 2020
- POST 25/391** : **ECM SCANNER OPERATOR**
 Chief Directorate: Metro Health Services
- SALARY** : R145 281per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, indexing, filing and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Electronic Records Management (ECM).
- DUTIES** : Open, sort, distribute and frank mail. Efficient and the confidential handling of mail. Opening, closing, archiving of files and identify files to be dispose according to National Archives Act, Act 43 of 1996. Effective management of registry equipment and effective support of the HR functions. Maintaining update registers. Ordering of goods/stationary and completion of LOGIS documents.
- ENQUIRIES** : Ms S Fiekies Tel No: (021) 360-4291
APPLICATIONS : Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Metro District Health Services, Private Bag X6, Khayelitsha, 7783.
- NOTE** : No payment of any kind is required when applying for this post.

CLOSING DATE : 13 November 2020

POST 25/392 : **HANDYMAN (WORKSHOP)**
Chief Directorate: Metro Health Services

SALARY : R145 281 per annum
CENTRE : Khayelitsha District Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience of maintenance and repairs of electrical components. Inherent requirement of the job: Must be prepared to work overtime as requested. Must be physically able to perform the duties required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and apply the requirements of the Machinery and Occupational Health and Safety Act, as well as read, write and follow written instructions including manuals and written procedures. Ability to optimally utilise allocated resources such as tools and materials, be skilled in the usage of a variety of tools and adhere to safety standards. Ability to work independently, plan ahead (pro-active) and as part of a team.

DUTIES : Effective and efficient assistance with maintenance and repairs of electrical fixtures and components, including projects, installations and alterations, as well as other areas when needed. Efficiently and effectively stock control. Efficiently and effectively controlled equipment, tools and working area. Assist the Chief Artisan with Adhoc duties as requires.

ENQUIRIES : Mr L Petersen Tel No: (021) 360-4705
APPLICATIONS : Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha Hospital, Private Bag X6, Khayelitsha, 7784

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 13 November 2020

POST 25/393 : **CLEANER**
(Chief Directorate: Emergency and Clinical Services Support)

SALARY : R102 534 per annum
CENTRE : Forensic Pathology Service, Mossel Bay
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in cleaning mortuary, hospital, and/or laboratory environments. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of and experience in a cleaning environment, use of equipment, materials and chemicals. Ability to work in the vicinity of corpses (mutilated, decomposed, infectious viruses, etc).

DUTIES : Maintain a high standard of cleanliness and hygiene in the facility; surrounding grounds and applies Occupational health and safety measures. Provide clean, safe and hygienic environment to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, cleaning of offices, kitchen, dissection areas, trolleys, body pans, instruments, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment is clean after usage and securely stored. Elementary stock control and effective use of cleaning agent and stock. Clean, wash and disinfect all official vehicles and equipment weekly or when request so. Attend in-service training appropriate to service delivery and provide support to supervisor and colleagues

ENQUIRIES : Mr TJ Mangali Tel No: (044) 690 3105
APPLICATIONS : The Director: Human Resource Office, Forensic Pathology Services Private Bag X1, Tygerberg, 7505

FOR ATTENTION : Mr B Wepener
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 November 2020

POST 25/394 : **GENERAL WORKER STORES**
Chief Directorate: Rural Health Services

SALARY : R102 534 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum requirement: Basic numeric and literacy skills. Inherent requirement of the job: Physically fit to handle heavy boxes and equipment. Competencies

(knowledge/skills): Good communication and interpersonal skills. Knowledge of Basic SCM rules and regulations according to stock control. High level of excellence and accurate in work.

DUTIES : Delivery of stock to all Departments of Worcester Hospital. Responsible for the safe keeping of all stock in the stores and on shelves according to SCM prescripts and regulations. Assist Store Clerk with picking and unpacking of store stock. Assist with unloading of delivery vehicles when necessary. Cleaning of shelves and general Stores Area as well as yard round stores. Provide effective support to supervisor and colleagues.

ENQUIRIES : Mr LN Joostenberg Tel No: (023) 348-1174

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 : 13 November 2020

POST 25/395 : **HOUSEHOLD AID (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Knowledge of infection control and safety procedures of a hospital environment.

DUTIES : Provide clean, safe and hygienic environment in terms of standards and procedures to prevent injuries and the spread of infection which includes: sweeping, scrubbing, mopping of floors, dusting, polishing of floors and furniture, emptying bins daily, cleaning of windows, light shades, walls and all toilets, sluices and drains. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms and buckets are clean after use and securely stored. Effectively use cleaning agents and stock as well as stock control. Ensure cost effective management of cleaning supplies. Attend in-service training appropriate to service delivery and give effective support to supervisor and colleagues.

ENQUIRIES : Ms G Mashaba Tel No: (021) 360-4511

APPLICATIONS : Please submit your application for the attention of Mr C Louw to the Chief Executive Officer: Khayelitsha District Hospital, Metro Health Services, Private bag X6, Khayelitsha, 7783.

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

CLOSING DATE : 13 November 2020

POST 25/396 : **CLEANER (X2 POSTS)**
Central Karoo District

SALARY : R102 534 per annum

CENTRE : Beaufort West Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in the field of domestic and hospital cleaning services. Inherent requirements of the job: Physically able to lift and or move heavy objects and supplies. Ability to operate machinery and equipment used in domestic and hospital cleaning services. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Good Interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Ability to operate machinery and equipment. Knowledge of Legislation and policies of the Department of Health relevant to clinical practise.

DUTIES : General cleaning, housekeeping and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows/walls/equipment/machinery and refuse removal. Ensure effective Waste Management, Linen control Laundry and Food services. Effective and efficient utilization and storage of cleaning material and equipment. Provide optimal support to the supervisor and colleagues with

general housekeeping duties and services. Adhering to general hygienic and safe environment in terms of standards and procedures.

ENQUIRIES : Mr TW Ntombana Tel No: (023) 414-8200
APPLICATIONS : Please submit your application for the attention of Ms S Pienaar to the Manager: Garden Route District Office, Private Bag X6592, George, 6530.
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 November 2020

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 : 16 November 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 25/397 : **POLICY AND STRATEGY RESEARCHER: (POLICY RESEARCH AND ANALYSIS) AND (ECONOMIC STRATEGY) REF NO: DOTP 52/2020 (X2 POSTS)**

SALARY : R376 596 per annum (Level 09)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3-years' experience within a research environment. Recommendation: A post-graduate qualification in the Social Sciences would be advantageous; Working knowledge of project management; Experience in the following: Social and economic policy (and/or other related fields) development and implementation; Working with applied innovative methodologies; managing stakeholder relations, facilitation and be strong in networking; Background in the coordination of the government planning cycle; Ability to conceptualise, analyse, interpret, synthesise and present (qualitative and quantitative) complex information; Proven working experience in a fast-paced, flexible and dynamic environment. Competencies: Extensive working knowledge of the following: Public management theory and practice; Public policy analysis and public policy development processes; Use of innovative methods in research and policy design; Strategy development, strategy management and strategy monitoring and review processes; Modern systems of governance and administration or similar; Global, regional and local political, economic and social affairs; Constitutional, legal and institutional arrangements governing the South Africa public sector; Intergovernmental and international relations; Strong conceptual and formulation skills; Outstanding planning, organizing and people management skills; Proven computer literacy skills; Team building and strong inter-personal skills; Ability to lead and direct teams of professionals and service providers; Excellent communication skills.
DUTIES : Research and analyse the provincial policy environment; Identify critical areas for provincial government intervention; Provide input into multi-functional policy and strategic responses; Assist in the development of appropriate, integrated and multi-disciplinary government programmes.

ENQUIRIES : Ms A Martinus at Tel No: (021) 483 3437

PROVINCIAL TREASURY

CLOSING DATE : 16 November 2020
NOTE : Only applications submitted online will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel

will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

POST 25/398 : **DIRECTOR: MUNICIPAL FINANCE MANAGEMENT ACT COORDINATION**
REF NO: PT 2020 - 14

SALARY : R1 057 326 per annum (Level 13). (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Bachelor's degree in Accounting/Finance/Economics; At least 5 years' in a municipal environment; At least 5 years' management experience; and The successful completion of the Senior Management Pre-entry Programme (see paragraph 4 in notes below). Recommendation: Valid driver's license or alternative mode of transport for people with disabilities; Knowledge of the MFMA, PFMA, NTR's; Knowledge of provincial policy development; Financial Management; and Municipal Minimum Competency. Competencies: Strategic capability and leadership; Change management; Communication: written and oral skills; Financial management; Knowledge management; and Project management.

DUTIES : Provide strategic management, guidance and advice in terms of the MFMA implementation in the province; Monitor the implementation of the MFMA in the province; Coordinate and report on all activities in relation to the MFMA implementation in the province; Provide intergovernmental coordination within the province, municipalities and national government; Report to the executive council and NT on the implementation of the MFMA; and Human Resource Management.

ENQUIRIES : Mr S Kenyon Tel No: (021) 483 3579
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

OTHER POSTS

POST 25/399 : **CHIEF ACCOUNTING PRACTITIONER: PROVINCIAL GOVERNMENT**
ACCOUNTING GROUP 2, REF NO: PT 17/2020

SALARY : R733 257 per annum (Level 11) (All-inclusive salary package)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A appropriate B-Degree qualification in Accounting; A minimum of 3 years appropriate middle management experience with respect to accounting practices. Recommendation: A valid code B driving licence; Working knowledge of Standards of GRAP and the Modified Cash Standard; Experience and proven knowledge of technical abilities with respect to accounting practices; Post Graduate degree; An aptitude for training and rolling out the relevant reporting frameworks; Affiliation to accounting professional bodies. Competencies: Knowledge of the following: Accounting systems (PERSAL/ LOGIS and BAS); Strong financial background specially in financial accounting; Financial norms and standards (Public Finance Management Act, National Treasury regulations and Provincial Treasury Directives; Project management; Communication (written and verbal) skills; Presentation skills; Proven computer literacy, Conflict resolution; Decision making; Problem solving; Creative thinking; Team work; Planning and organising; Excellent networking abilities.

DUTIES : Assess and roll out of new accounting frameworks (MCS/GRAP); Compile annual consolidated financial statements; Research and issue best accounting practices; Provide technical assistance on interpretation of accounting standards and frameworks; Establish and maintain competent accounting units across departments and entities; Improve financial governance through financial performance indicator assessments; Managing staff performance.

ENQUIRIES : Ms A Aboo at Tel No: (021) 483 9081

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 25/400 : **INFRASTRUCTURE MANAGER: PG INFRASTRUCTURE AND PROPERTY MANAGEMENT, REF NO: PT 18/2020**

SALARY : R733 257 per annum (Level 11) All-inclusive salary package
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Finance/ Economics/ Commerce pr Built environment; A minimum of 5 years management level experience of which 3 years must be in the built environment /property/infrastructure environment; A valid (Code B or higher) driving licence. Recommendation: Project management qualification; Experience in the assessment, implementation and monitoring of immovable assets inclusive of infrastructure projects and property management; In depth knowledge of the Framework for Infrastructure Delivery and Procurement Management (FIDPM) and the One Infrastructure Delivery Management System (IDMS). Competencies: Knowledge of: Project/ property management; IDMS/ FIDPM; Financial Management; Policy, legislation and guiding manuals; Skills in: Strategic planning and analysis; Communication skills (written and verbal); Proven computer literacy in MS Office packages.

DUTIES : Evaluate, assess and monitor compliance with IDMS, FIDPM; Monitor infrastructure spending performance and the effectiveness of infrastructure delivery interventions in processing information in respect of time, cost and quality as per agreed milestones; Promote the optimal management of immovable assets; Assess property lease and Acquisition/ disposal transactions; People and managerial management.

ENQUIRIES : Mr K Langenhoven at Tel No: (021) 483 6849
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 SOCIAL DEVELOPMENT

CLOSING DATE : 16 November 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 25/401 : **SOCIAL WORK POLICY DEVELOPER: OLDER PERSONS REF NO: DSD 78/2020**

SALARY : Grade 1 - 2: R363 801 - R581 178 per annum (OSD as prescribed)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker; A valid driving licence. Grade 1: A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP; Grade 2: A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Competencies: Advanced knowledge of applicable social work and related policies and prescripts; Knowledge of the following: Analytic, diagnostic, assessment policies, tools, evaluation methods and processes; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Planning and organising skills; Project planning skills; Networking; Professional counselling; Policy analysis and development; Ability

to compile complex reports; Proven computer literacy; Presentation and facilitation skills; problem solving and analytical ability; Client orientation and customer focus skills; Financial Management; Monitoring and evaluation skills; Contract Management skills.

- DUTIES** : Develop, implement and maintain social work policies; Uniform Funding Cycle (UFC) Process; Suspending of UFC funding; Assessment of the Business Plan of NPO in line with specifications and the strategic objectives of the programme as stipulated in the APP; Rapid response following complaint/enquiries about NPOs, or a concern raised by a programme/regions/Executive Authority/Head of Department; Registration and or designation of facilities/NPO's/ child headed households / shelters and drop-in centres in terms of the relevant legislation; Accreditation/registration and monitoring of Programme Specific Programmes; Monitoring of service activation in relation to a victim of crime as per relevant legislation; Stakeholder Management / Relationship Management (International / National / Provincial / Local / regional); Keep up to date with new developments in the social work field; Perform higher level administrative functions as required in the unit.
- ENQUIRIES APPLICATIONS** : Mr D Cowley at Tel No: (021) 483 6296
: 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 25/402 : **CHIEF REGISTRY CLERK: METRO SOUTH LOGISTICAL SERVICES REF NO: DSD 74/2020**

- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: Social Development, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Competencies: Knowledge of the following: Registry duties, practices as well as the ability to capture data, and operate computer; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Understanding of the work in registry; Communication (written and verbal) skills; Planning and organising skills.

- DUTIES** : Supervise the following: Handling of incoming and outgoing correspondence; The reception and receive all mail; Sort, register and dispatch mail; Render an effective filing and record management service; Opening and close files according to the record classification system; The operation and operate office machines in relation to the registry function; Assess staff performance; Apply discipline.

- ENQUIRIES APPLICATIONS** : Mr C Palmer at Tel No: (021) 763 6219
: Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- CLOSING DATE NOTE** : 16 November 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 25/403 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD INVESTMENT PLANNING REF NO: TPW 88/2020**

- SALARY** : Grade A: R718 059 - R766 278 per annum (OSD as prescribed).
Grade B: R809 631 - R872 220 per annum (OSD as prescribed).
Grade C: R925 734 - R1 090 458 per annum (OSD as prescribed).
- CENTRE** : Transport and Public Works, Western Cape Government

- REQUIREMENTS** : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer (proof of payment to be submitted with application) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B driving licence. Recommendation: Geometric design, traffic engineering or transport planning and analysis experience. Competencies: Knowledge of the following: Geometric design, traffic engineering; Transport planning and analysis; Legal and operational compliance; Computer-aided engineering applications and processes aptitude; Project and programme management; Ability to create a high performance culture; Written and verbal communication skills; Professional judgement.
- DUTIES** : Conceptual planning and design of provincial roads; Technical feasibility investigations and the economic assessment of road and network interventions; Manage the conceptual design or planning stage of road projects; Proclamation and authorisations.
- ENQUIRIES** : Ms D Martheze at Tel No: (021) 483 2177
- 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 25/404** : **OPERATOR: SPECIALISED GRADER (CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2) REF NO: TPW 104/2020 (X2 POSTS)**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Grade 10 certificate or equivalent; A minimum of 6 years' experience operating a grader on road construction and maintenance; A valid code EC driving license with a professional driving permit (PDP) is required. Recommendation: Experience and working knowledge in the following: Heavy machinery, especially grader; Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations. Competencies: Knowledge of the following: Gravel and sealed road maintenance and construction; Tools and construction equipment; Construction methods and materials; Construction health and safety regulations; Maintenance, safe and correct operating of machinery; Written and verbal communication skills; Motivated; Self-driven with minimum supervision; Good leadership skills; Ability to manage conflict situations with staff and public.
- DUTIES** : Operation of grader for maintenance and construction of roads; Material use and management for road maintenance, construction material and plant; Supervision and management of staff and equipment.
- ENQUIRIES** : Mr D Plaatjies at Tel No: (044) 272 3699
- 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 25/405** : **ADMINISTRATION CLERK: WORKSHOP (HR AND GENERAL OFFICE SUPPORT SERVICES REGION2) REF NO: TPW 106/2020**
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Work experience in a workshop or similar environment; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Vehicle wall charts; Identification of vehicles; Supply chain management; National, provincial and departmental policies; Types of vehicles and plant; Written and verbal communication skills.
- DUTIES** : Responsible for all administration pertaining to the workshop; Liaison with finance component and external service providers in ensuring the timeous delivery of parts required by workshop; Responsible for reception and switchboard; Supports supply chain in execution of certain supply chain functions.
- ENQUIRIES** : Mr S.J Schoeman at Tel No: (044) 272 6071

- 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 25/406** : **ADMINISTRATION CLERK: ROAD PROGRAMME SERVICES REF NO: TPW 45/2020 R1 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Road Network Management, Department of Transport and Public Works or support departments; A valid (Code B or higher) driving licence; Post school qualification. Competencies: Proven computer literacy; Written and verbal communication skills; Interpersonal relations; Planning and organising skills; Ability to work in a team.
- DUTIES** : Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filing system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and Subsistence and Travel requests; Perform procurement support functions, i.e. organising of catering and ordering stationery; Data capturing support, processing Human Resource documents as well as Supply Chain Management processes or Road Portfolio Management processes; Project support process and documentation; Understanding development and education, inclusive of timetables, course admin and logistics.
- ENQUIRIES APPLICATIONS** : Ms C Liddle at Tel No: (076) 055 1035
: 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 25/407** : **OPERATOR (CARPENTER): ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 02/2019 R1**
- SALARY CENTRE REQUIREMENTS** : R145 281 per annum (Level 04)
: Transport and Public Works, Western Cape Government
: A Grade 10 (Junior Certificate or equivalent) with a minimum of 3 years relevant experience; A valid driving licence EC/EC1; Professional Driving Permit (PDP). Recommendations: Experience in the operating of minor construction machines and in civil construction activities. Competencies: Working knowledge of building, maintenance and repair of roads; Knowledge of bitumen products, concrete work and applicable legal aspects; Communication skills in two of the three official languages in the Western Cape; Planning and organising; People Management skills.
- DUTIES** : Routine maintenance work on concrete structure; Construction of new concrete structures with the ability to read drawings and bending schedules; Install shuttering, staging, reinforcement, mixing, pouring and finishing of concrete; Requisition of materials; Operation and maintenance of plant (concrete mixer, poker, vibrator, drill, skill saw and flat truck, etc.); Supervision of staff; Administrative duties such as completion of logs and toolbox talks; Traffic accommodation according to SARTSM.
- ENQUIRIES APPLICATIONS** : Mr SH Jacobs at Tel No: (021) 863 2020
: To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants

from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.

- POST 25/408** : **CAMP MAINTENANCE WORKER: CONSTRUCTION AND SPECIALISED MAINTENANCE REGION 2 REF NO: TPW 107/2020 (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
- CENTRE** : Transport and Public Works, Western Cape Government
- REQUIREMENTS** : ABET – Ability to read and write (Basic literacy). Recommendations: Relevant experience. Competencies: A good understanding of the following: Bricklaying, carpentry, plumbing and paint works; Road Camp erection, repairing and the replacement of any required part; Building, maintenance and repair of roads; Operating equipment and construction machinery; Safety standards and road safety; Communication skills; Ability to work under pressure and meet deadlines; Ability to work independently without constant supervision; Self-motivated; Able to work in a team and relate well with others.
- DUTIES** : Assist with the erection, maintenance and repairs to buildings in all DRE Oudtshoorn Road Camps; Assist with the erection, repair and maintenance of road traffic signs; Assist Road Specialists on an ad-hoc basis in maintaining and improving road surfaces; Assist the Camp Maintenance Supervisor to ensure that the Oudtshoorn Road Camp is kept neat and tidy.
- ENQUIRIES** : Mr D Plaatjies/Ms A Matthews at Tel No: (044) 272 6071
- APPLICATIONS** : To submit your application, hand deliver your application form from Monday to Friday between 07:00am to 17:00pm to, (1) Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights Cape Town, or you may post your application to (2) Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, alternatively you may email your application to, (3) Attention: Western Cape Government Jobs, westerncape@respond.co.za. Applications not submitted on or before the closing date as well as faxed copies will not be considered
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process as well as a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department.