

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
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** : 30 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 26/318** : **AGRICULTURAL TRAINING OFFICER/LECTURER: AGRICULTURAL SKILLS DEVELOPMENT REF NO: AGR 58/2020**
- SALARY** : R316 791 per annum (Level 08)
- CENTRE** : Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-Degree (or higher qualification); A minimum of 3 years appropriate experience. Competencies: Proven knowledge of the subject field; Communication (written and verbal) skills; Leadership, planning and organising skills; Presentation skills.
- DUTIES** : Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students through compilation of question papers and memorandums for examination; Administrative responsibility; Facilitate change and transformation.
- ENQUIRIES** : Dr H Swatson at Tel No: (021) 808 7722

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- CLOSING DATE** : 30 November 2020
- NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced

by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> 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. 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.

#### **MANAGEMENT ECHELON**

**POST 26/319** : **DIRECTOR: MUSEUM, HERITAGE AND GEOGRAPHICAL NAMES SERVICES REF NO: CAS 31/2020**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE REQUIREMENTS** : Department of Cultural Affairs and Sport, Western Cape Government  
 : Relevant NQF 8 qualification; 5 years management experience; Valid code 8 driver's license, or reliable transport for persons with disabilities; The successful completion of the Senior Management Pre-entry Programme Recommendation: Post graduate qualification in a relevant discipline; Knowledge of museums, heritage resources management practiced and principles that are applicable; Extensive knowledge of legislations that administer the arts, culture and heritage sector; Experience in managing budget and raise funds; Extensive stakeholder management, leadership and involvement; Experience of leading multi discipline tasks; and Ability to write high level reports and conduct verbal presentations to stakeholders, including oversight committees. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Client Orientation and Customer Focus; Communication; and Knowledge of applicable legislation.

**DUTIES** : Provide effective and efficient leadership, oversight and strategic management to the museum service and affiliated museums in the Western Cape; Provide leadership to Heritage Western Cape to identify, protect, manage and promote the heritage resources of the Western Cape; Support the statutory bodies (HWC and Western Cape Provincial Geographical Names Committee) in order to implement their legislative mandate and promote the vision of the Department of Cultural Affairs and Sport; Support the heritage resources management in order to ensure that it provides necessary support to Heritage Western Cape and development of nomination dossiers for the proposed World Heritage sites in the Western Cape; and Participate to strategic, legislative, policy, governance and other transversal initiatives of the Chief Directorate and department.

**ENQUIRIES** : Mr Guy Redman Tel No: (021) 483 9508

#### **DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

**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** : 30 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 26/320** : **DEPUTY DIRECTOR: GREEN ECONOMY (ENERGY) REF NO: DEDAT 20/2020**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive salary package)  
**CENTRE** : Economic Development and Tourism, Western Cape Government  
**REQUIREMENTS** :

An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Chemical, Mechanical, Electrical or other Engineering, Finance, Economics, Sustainability or Environmental Science; A minimum of years 3 management level experience; A minimum of 5 years project management experience. Recommendation: Relevant post-graduate academic qualification in energy or related field; Proven experience in Economic Development and Energy and/or green technologies sector; Theme based experience. Competencies: Applied Strategic Thinking, Creative Thinking, Decision making, Computer Literacy, Problem-solving, Communication (written, verbal and public) skills; Applying Expertise and Technology; Analysing, Learning and Researching, Creating and Innovating, Formulating Strategies and Concepts, Planning and Organising, Adapting and Responding to change, Coping with Pressures and Setbacks; Impact & Influence and networking; Organisation, Communication & Effectiveness; Self-management; Team membership; Continuous improvement; Diversity Management.

**DUTIES** : Develop, co-ordinate and manage strategies relevant to the Green Economy sub-directorate; Develop, coordinate and implement Unit's projects and programmes aligned to the overall Energy Strategy; Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub- directorate's responsibility; Management of the human resources of the sub directorate to achieve the pre-determined performance indicators and service delivery imperatives; Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

**ENQUIRIES** : Ms Moyra Dick at Tel No: (021) 483 9227 or 083 749 5518

#### **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.

**ERRATUM:** Kindly note the post of Manager: Medical Services Grade 1 (X2 Posts) Centre: Harry Comay Hospital (X1 Post) and Mossel Bay Hospital (X1 Post): Ref No: post 25/371: Competencies: Knowledge/skills: Proven experience in clinical management of Tuberculosis (only at Harry Comay Hospital). Closing date have been amended to 20 November 2020. Apologies for the inconvenience, please respond at your earliest time.

## OTHER POSTS

- POST 26/321** : **PRIMARY HEALTH CARE MANAGER**  
Cape Winelands Health District
- SALARY** : R869 007 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Breede Valley Sub-district
- REQUIREMENTS** : Minimum educational qualification: An appropriate tertiary degree/diploma or equivalent qualification that allows Registration with the Health Professional Council (HPCSA) and/or Nursing Council of South Africa and/or South African Pharmacy Council (SAPC). Experience: Appropriate/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Basic knowledge and experience in office administration, financial and procurement administration and computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal).
- DUTIES** : Overall management of the PHC component of the Sub-district (Clinics, CDCs). Manage, co-ordinate, plan, monitor and evaluate facility based programmes as well as integration of these with Community Based Services in the Sub-district. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectoral team, the community and other stakeholders. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.
- ENQUIRIES** : Dr D Theron Tel No: (023) 348-1301
- APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. A Competency assessment will form part of the selection process.
- CLOSING DATE** : 27 November 2020
- POST 26/322** : **REGISTRAR (MEDICAL GENETICS)**
- SALARY** : R821 205 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: None after registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape. Computer literacy. Leadership, interpersonal and organisational skills. Strong ethical principles and relevant clinical and counselling skills.
- DUTIES** : Conduct medical genetic research study towards the MMed in medical genetics, with the option of clinical or laboratory-based topics. Other clinical duties include risk assessment and genetic counselling for patients at increased risk of genetic disorders e.g. family members, as well as involvement in genetic and genomic test selection, interpretation and laboratory liaison. Participation in clinical administration, audit and other tasks to optimise patient care. Participation in outreach and support programmes related to medical genetics. Participation in the academic program of the Clinical unit of Medical Genetics and Genetic Counselling, and involvement in teaching of undergraduate and post-graduate

students, and other health care personnel. Patient management (medical care and genetic counselling) for patients with genetic and congenital disorders. Services are provided for in-patients and out-patients in prenatal, paediatric and adult settings.

**ENQUIRIES** : Prof M Urban, email (preferred) urban@sun.ac.za, Tel No: (021)938-9806; or Prof S Moosa, email (preferred) shahidamoosa@sun.ac.za, Tel No: (021)938-9124

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

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

**CLOSING DATE** : 27 November 2020

**POST 26/323** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY)**

**SALARY** : R562 800 per annum (PN-B3)

**CENTRE** : Groote Schuur Hospital, Observatory

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Ophthalmology. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Ophthalmology after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Extensive knowledge in Ophthalmology Nursing Science and knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. MS Word, Excel, PowerPoint and Outlook).

**DUTIES** : Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071

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

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

**CLOSING DATE** : 27 November 2020

**POST 26/324** : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE AND CENTRAL STERILISATION UNIT)**

Chief Directorate: Rural Health Services

**SALARY** : R562 800 per annum (PN-B3)

**CENTRE** : Paarl Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification, with a duration of at least 1-year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid Code (B/EB) driver's license. Willingness to work shifts, public holidays, after-hours and weekend cover for nursing. Deputising for the Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation, related legal and ethical nursing practices and their impact on service delivery. Ensure that clinical nursing practice is rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making, conflict resolution and technical (including computer literacy (MS Word, Excel, PowerPoint and Outlook) skills. Demonstrate an excellent understanding of People Management (HR), financial policies and practices. Knowledge of Functional Business Units (FBU's).
<b><u>DUTIES</u></b>	:	Plan, lead, organise, coordinate, and control the provision of holistic and specialised nursing services. Effectively manage all resources within the prescripts of People Management, Finance- and other, directives. Ensure the delivery of quality nursing care within the set standards of a professional/legal framework. Coordinate the provision, and active participation in, of effective training and research to maintain and ensure SANC achievement of CPD, self-development, professional growth and ethical standards. Provide active support to nursing- and hospital management in leading change.
<b><u>ENQUIRIES</u></b>	:	Ms H Louw Tel No: (021) 860-2839
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 November 2020
<b><u>POST 26/325</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: SPECIALISED UNIT: TRAUMA AND EMERGENCY, THEATRE AND MATERNITY)</u></b> Garden Route District
<b><u>SALARY</u></b>	:	R562 800 per annum (PN-B3) (Plus non pensionable rural allowance of 8% of your annual basic salary)
<b><u>CENTRE</u></b>	:	Riversdale Hospital, Hessequa Sub-district
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows for registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least one year in Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care Nursing: General. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Perform after-hour and weekend standby duties for the hospital. Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge in the use of clinical equipment and control of budget levels. Conflict management, administration, people management, financial management and procurement administration,

disciplinary processes, problem solving and decision-making skills. In-depth knowledge and understanding of nursing, legal and ethical legislation, Acts, hospital procedures and policies related to nursing practices, health care, National Core Standards, Ideal Hospital Assessment and the Public service. Knowledge and experience in administration, people management, financial management and procurement administration. Ability to work under pressure and in a multi-disciplinary team context. Basic computer literacy (MS Word, Excel and PowerPoint). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for the efficient and effective management, support and coordination of quality nursing service delivery in the Emergency Unit, Theatre complex and Maternity unit. It will be expected of the OPM to support, guide, lead and work in the Trauma and Emergency unit as and when is needed. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations within the relevant departments. Manage and support education, in-service training, orientation and practice development initiatives. Optimal management of material and financial resources. Coordinate training, orientation, development of initiatives and research as well as support infrastructure change, project management and change management. Manage human resources, including staff performance, people development and disciplinary processes. Effective management of information to enhance service delivery. Quality Improvement. Provide support to nursing services. Infrastructure change, project management and change management skills. Support and relief the Nursing Service Manager and other Operational Managers.

**ENQUIRIES** : Mr P Moolman Tel No: (028) 713 8643  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/326** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: ORTHOPAEDICS)**  
 Groote Schuur Hospital

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Groote Schuur Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedics Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-

ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/327** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: PAEDIATRICS/CHILD NURSING)**  
Groote Schuur Hospital

**SALARY** : R562 800 per annum (PN-B3)  
**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Child Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Leadership and the principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Knowledge in Paediatrics/Child Nursing Science, Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including communication and computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Participate and encourage nursing research and collate, interpret, provide and use relevant information for the enhancement of quality service delivery.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020



**POST 26/328** : **OPERATIONAL MANAGER NURSING (SPECIALTY UNIT: NEONATS ICU)**

Groote Schuur Hospital

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R562 800 per annum (PN-B3)

: Groote Schuur 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 and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputizing for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

**DUTIES**

: Responsible for the coordination and delivery of quality nursing care within the allocated Obstetric department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and sub-ordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**  
**APPLICATIONS**

: Mr A Mohamed Tel No: (021) 404-2071

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

**NOTE**  
**CLOSING DATE**

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

: 27 November 2020

**POST 26/329** : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (CLINICAL NURSE TRAINING UNIT)**

Red Cross War Memorial Childrens Hospital

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R444 276 per annum (PN-A5)

: Red Cross War Memorial Childrens 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 Professional Nurse. Registration with a professional council: Current Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: May be required to work shifts and public holidays, provide after hour cover for hospital, and assist in departments. Willingness to assist accredited Training schools with external practical examination assessment of students as required. Valid (Code B/EB)

driver's license. Competencies (knowledge/skills): Computer literacy in Microsoft Office package (Word, Excel, PowerPoint). Appropriate recognisable experience in nursing training. Ability to facilitate training, critical thinking, reasoning and excellent interpersonal and leadership skills. Knowledge and understanding of the SANC Education and Training regulations as stipulated in the Nursing Act 33 of 2005; New Nursing Qualifications as per the national Qualifications Framework; Skills Development Act; Department of health training policies and procedures i.e. Study by Assignment; community, Problem and Outcomes Based Education. Excellent communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Management of the Clinical Training Unit – effective supervision and leadership Strategic and annual operational planning; implement advance technology (Multi-media training modules). Ensure the unit meet the regulatory SANC accreditation and office of Health Standards Compliance for training. Clinical Training program coordination - Facilitate informal and formal nurse education and in-service training; induction and orientation; manage basic and post basic course programs and accompaniment; Coordinate formal training processes; Liaise with relevant stakeholders, nursing colleges and Higher education Institutions regarding student matters. Provide professional, technical and educational support for the maintenance of quality child care through proper management of nursing care programmes. Resource management – Student coordination and internal placement; Performance evaluation; Discipline and conflict management. Equipment and Financial management. Quality Assurance – Skills audits, training impact analysis, nursing education surveys and research; information management; Monitor and evaluate training programs, service quality, standard operating procedures and quality improvement programs. Delivering an effective support service to the Nursing Component and the institution. Manage the Nursing division on day or night duty, when required.

**ENQUIRIES** : Ms M Franken Tel No: (021) 658-5187  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/330** : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: MEDICAL FEMALE WARD)**  
Chief Directorate: Metro Health Services

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

**DUTIES** : Provide management support, guidance and direction to personnel under her/his supervision towards the realisation of strategic goals and

objectives of the nursing division. Co-ordinate the proper utilisation of physical, human and financial resources in accordance with legislation and policies. Participate in health promotion, illness prevention initiatives and contribute to their evaluation. Maintain constructive working relationships with nursing personnel and other stakeholders (multi-disciplinary team work). Function as a health care professional according to the applicable norms and standards.

**ENQUIRIES** : Ms G. Mashaba Tel No: (021) 360-4511/4408  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency/practical test.  
**CLOSING DATE** : 27 November 2020

**POST 26/331** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL) (OPD)**

**SALARY** : R444 276 per annum (PN-A5)  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).

**DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/332** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)**  
 Garden Route District

**SALARY** : Grade1: R383 226 per annum (PN-B1)  
 Grade 2: R471 333 per annum (PN-B2)  
**CENTRE** : Knysna/Bitou Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as 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 the SANC as Professional Nurse and proof of current registration for 2020. 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 requirements of the job: Valid Code B/EB driver's license. Willingness to work overtime. Competencies (knowledge/skills): Computer literate. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Leadership towards the realisation of strategic goals and objectives of the psychiatry complex with regards to emergency and non-emergency nursing, as well as day patient care.

**DUTIES** : Ensure quality patient care regarding the identification of nursing care needs, the planning and implementation of nursing care and the education of nursing and other personnel. Render and supervise specialised clinical nursing care and support clinical staff. Utilise human, material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others. Display of core values of the Department of Health in the execution of duties.

**ENQUIRIES** : Ms L Ziervogel Tel No: (044) 302-8200  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the 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** : 27 November 2020

**POST 26/333** : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 PRIMARY HEALTH CARE (X2 POSTS)**  
Groote Schuur Hospital

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

**CENTRE** : Groote Schuur Hospital

**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A

minimum of 14 years appropriate/recognisable nursing 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: Willingness to work overtime when necessary. Ability to assess, manage and ensure safe disposal of patients in an Emergency Centre. Ability to assess and manage simple wounds and insert sutures. 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. Proficient in at least two of the three official languages of the Western Cape. Knowledge and understanding of nursing legislation and legislative framework within the Public Service.

**DUTIES** : For unscheduled, walk in-patients presenting to Groote Schuur Emergency Centre: Assess, manage and safely discharge/refer patients and provide Emergency Care as outlined by the Emergency Medicine: Head Clinical Unit. Cost-effective provision of patient care. Link with the community structures and NPO's. Collect data and submit reports. Participate in FBU meetings on a monthly basis.

**ENQUIRIES** : Mr A Mohamed Tel No: (021) 404-2071  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/334** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
**(X2 POSTS)**

Chief Directorate: Metro Health Services

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

**CENTRE** : Eerste River Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification, with duration of at least one year, accredited with SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in a specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): Knowledge and insight related to training and development of nurses and students. Sound knowledge and understanding of the Mental Health Care Act, Nursing and health service-related Acts, Legislation and Policies. Ability to promote quality patient care through setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution, presentation skills and must have basic computer literacy.

**DUTIES** : Supervise staff to ensure well-functioning, optimal, holistic, specialised psychiatric Nursing Care within set standards and within a professional, legal framework as a Professional Nurse in Mental health. Effective management and utilization of human, financial and material resources. Initiate and participate in in-service training and orientation of staff and participate in research within the Nursing department to improve care in

the psychiatric department. Provision and rendering of effective and efficient quality mental health care at facility. Monitoring and management of therapeutic groups in the ward and ensuring that MHCA Forms are filled correctly and followed up. Provide support and willingness to relieve Operational Manager when the need arises.

**ENQUIRIES  
APPLICATIONS**

: Ms MM Lumphondo Tel No: (021) 902-8010/8057  
: Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE**

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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)"No payment of any kind is required when applying for this post.

**CLOSING DATE**

: 27 November 2020

**POST 26/335**

: **ASSISTANT DIRECTOR: HEALTH SUPPORT (EMS INSPECTORATE)**  
(Head Office, Cape Town)

**SALARY  
CENTRE  
REQUIREMENTS**

: R376 596 per annum  
: Directorate: Inspectorate (Professional Support Services)  
: Minimum educational qualification: Appropriate three-year Health-Related National Diploma/Degree that is registrable with the Health Professions Council of South Africa (HPCSA). Experience: Appropriate experience in an emergency medical service environment and appropriate exposure to the management of an emergency medical service. Inherent requirements of the job: A valid (Code B/EB) drivers license. Willingness to travel throughout the Western Cape. Competencies (knowledge/skills): Insight into Ambulance Service and Health Care legislation. An understanding of clinical activities, needs, norms and standards across all types of ambulance / emergency medical services. Excellent people, technical, conceptual and decision-making skills and the ability to represent the Department with confidence in engagements with internal and external clients, as well as other Departmental institutions. Working knowledge of legislation and guidelines relevant to ambulance services and infrastructure design i.e. Ambulance Act 3 of 2010, PN 180, Emergency Services Regulations, Office of Health Standards of Compliance. Demonstrable computer literacy (Microsoft Word, Excel, PowerPoint, Outlook etc.), excellent report writing and presentation skills. Ability to think critically and analytically, function independently and within a team context, possess strong leadership qualities as well as being confident, self-motivated and shows initiative. Sound interpersonal, supervisory, communication and conflict management skills. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

: (key result areas/outputs): Conduct ambulance service inspections and formulate resultant decisions in line with Western Cape (Municipal, Provincial – Ambulance Act 3 of 2010, PN 180) and National legislation. Effective and efficient communication with all stakeholders and advise ambulance services on technical, clinical and operational aspects relating to corrective steps where services do not conform to governing legislation. Offer support to the licencing process of Ambulance Services in the Province, under the direction of the Deputy Director: Licensing and Inspectorate. Supervise support staff and assist with the management duties of the division. Knowledge of budgeting processes, financial

		management, the levying and collection of fees in terms of applicable legislation.
<b><u>ENQUIRIES</u></b>	:	Ms K Jacobs Tel No: (021) 483-3303
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 November 2020
<b><u>POST 26/336</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPIDEMIOLOGY AND DISEASE SURVEILLANCE</u></b> (Head Office, Cape Town)
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Directorate Health Impact Assessment (based at Norton Rose House, 8 Riebeeck Street, Cape Town)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree in health sciences, social sciences, public health or equivalent. Experience: Appropriate experience analysing and reporting on large routine health services datasets. Inherent requirements of the job: Ability to work overtime / irregular hours. Valid Code B/EB driver's license. Ability to travel to the districts and nationally if required. Competencies (knowledge/skills): Leadership, managerial, organisational, strategic, operational and contingency planning skills. Decision-making and problem- solving skills. Knowledge of health services for HIV, TB, NCDs, maternal and child health conditions and related diseases. Ability to design and conduct epidemiologic and surveillance analyses using routine data. Excellent computer literacy skills, including high level skills in MS Excel and a statistical package such as Stata or R and ability to understand SQL code.
<b><u>DUTIES</u></b>	:	Conduct population health surveillance analyses that supports the strategic priorities of the Western Cape Department of Health. Report on Public Health Surveillance. Strengthen surveillance and epidemiological investigations. Support and evaluate public health interventions that could contribute to a reduction in the burden of disease. Capacity Development.
<b><u>ENQUIRIES</u></b>	:	Ms E Morden Tel No: (021) 483-0863
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 November 2020
<b><u>POST 26/337</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCE</u></b> Overberg District
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain Management. Appropriate experience in budget and expenditure control. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: A valid Code B/EB driver's license and willingness to travel and work after hours when required. Competencies (knowledge/skills): Computer literacy in Microsoft (MS Word, Excel, PowerPoint and Outlook). Good management and supervisory skills. Ability to meet need and recognize and respond to problem matters. Ability to work independently and part of a team. Ability to communicate in at least two of the three official languages of the Western Cape. Practical workable knowledge of LOGIS, BAS, CLINICOM/PHCIS. Good written and verbal communication.
<b><u>DUTIES</u></b>	:	Strategic and Operational Management of Finance and Supply Chain Management. Strategic and operational Management of Revenue and

Patient administration and Operational Case Management Services. Ensure sound budget management. Ensure that the Asset and Liability accounts are maintained. Ensure effective Supply Chain Management, including contract and asset management. Ensure effective Revenue Management. Ensure Compliance Management. Ensure accurate and credible information in respect of the Financial Statements. Ensure Effective management of the Human Resources within the component.

**ENQUIRIES** : Mr AP Niekerk Tel No: (028) 214-5800  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/338** : **CASE MANAGER**  
Garden Route District

**SALARY** : R316 791 per annum  
**CENTRE** : Riversdale Hospital, Hessequa Sub-district  
**REQUIREMENTS** : Minimum educational qualification: A health-related qualification registerable with the Health Professionals Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid environment and Revenue Generation. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS), Management Healthcare or Hospital Information Systems and EDI (Electronic Data Interchange). Ability to link patient diagnoses with procedure codes and to analyse and implement policies in respect of UPFS, ICD 10 codes, diagnostic codes, Medical Aid Act 131 of 1998 (e.g. section on Prescribed Minimum Benefits). Sound communication skills, with internal and external clients (verbal and written), numerical skills and the ability to maintain confidentiality in two of the three official languages of the Western Cape. Computer literate (MS Word, Excel, Outlook, SharePoint and Clinicom).

**DUTIES** : Perform Case Management functions, i.e. assisting with authorisations, concurrent, retrospective review, discharge planning and liaison with various role players and third parties to monitor utilisation. Assist with the assignment of ICD-10 codes when required and identification of PMB conditions. Manage and implement Case Management policies, protocols and procedures in the Hospital, including the necessary on-site skills development and training of all relevant role players. Conduct clinical audits of patient accounts inclusive of medical aids, state departments, RAF and COIDA to ensure accuracy of invoices with regard to ICD-10 codes, UPFS procedure codes and resource utilisation and to provide support in terms of Hospital account queries and assist with the follow up of outstanding medical scheme and state department balances (Medikredit EDI Reports), account queries and provide quotations to H2, H3 and foreign patients. Supervision of admission staff.

**ENQUIRIES** : Mr H Crous Tel No: (028) 713-8642  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post. This post does not form part of any Occupational Specific Dispensation.

**CLOSING DATE** : 27 November 2020

**POST 26/339** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT**  
Overberg District

**SALARY** : R316 791 per annum  
**CENTRE** : Swellendam/Cape Aghulhas Sub-district (Stationed at Swellendam Hospital)



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue, Patient Administration and Supply Chain. Appropriate experience in budget and expenditure control, and supply chain management. Appropriate experience in the management of Asset and Liability Accounts. Appropriate proven Supervisory experience. Inherent requirement of the job: Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Sound 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. Sound 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, IPS, Clinicom and Account Receivable). 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.
<b><u>DUTIES</u></b>	:	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. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clearing Asset and Liabilities accounts. Supervise Patient Administration, Medical Records, and Hospital Fees Departments. Ensure sound labour practices are executed and implemented.
<b><u>ENQUIRIES</u></b>	:	Ms J Honeyball Tel No: (028) 214-5855
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	27 November 2020
<b><u>POST 26/340</u></b>	:	<b><u>COMMUNITY LIAISON OFFICER</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Southern/Western Sub-structure Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in facilitating community participation. Inherent requirements of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Understanding of Project Management and evaluation of projects. Understanding of communications to community and skills to deal with local media. A working knowledge of Health related regulation pertaining to the district health council, the hospital boards and clinic committees. Good coordination, project management and training skills. Good problem solving skills. Computer literacy (Ms Word, PowerPoint and Excel). Good communication skills in at least two of three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Plan and ensure successful implementation of the Health Facilities Board Act. Liaise with health orientated community organisations to ensure effective communication between services and the communities. Organise, co-ordinate, conduct and monitor effective capacity building programs for relevant role players. Responsible for the representation and marketing of the Sub-structure Office health services at the relevant health orientated community organisations. Interact with management and other colleagues of the Sub-structure Office. Perform related administrative duties. Ensure Functional Clinic Committees.
<b><u>ENQUIRIES</u></b>	:	Ms L Appolis Tel No: (021) 202-0933/883
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")

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

**CLOSING DATE** : 27 November 2020

**POST 26/341** : **ADMINISTRATION OFFICER: INFORMATION MANAGEMENT**  
Central Karoo District

**SALARY** : R257 508 per annum

**CENTRE** : Beaufort West Hospital

**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Experience in Information Management in a health environment. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net). Training Skills. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.

**DUTIES** : Collect, verify and validate data (incl. data auditing). Data verification and submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Assist in policy formulation and implementation and optimise client service and support. Monitor and evaluate data information. Engagement with stakeholder's, i.e. verbal, telephonic and written correspondence. Compile monthly reports for management and provide feedback. Data administration and maintenance of accurate filing systems (hard copy/electronic). Responsible for and supervise information management staff.

**ENQUIRIES** : Ms. B Goliath Tel No: (023) 414-8200

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

**CLOSING DATE** : 27 November 2020

**POST 26/342** : **ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)**  
Chief Directorate: Metro Health Services

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

**CENTRE** : Khayelitsha District Hospital

**REQUIREMENTS** : Minimum educational qualification: Appropriate Trade Test Certificate in Electrical. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to perform standby and overtime duties. Ability to climb under/over obstacles, climb ladders, move heavy items and work at heights. Competencies (knowledge/skills): Appropriate experience in the electrical field, general repairs and preventative maintenance. Be conversant /knowledgeable about the works of a diesel driven electrical generator and its Distribution Board. Ability to work independently and under pressure, with good organisational skills. Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Ability to plan ahead (pro-active), as well as working in a team and to learn and comply with in-house systems and procedures. Conversant with the requirements of the Occupational Health and Safety Acts, NBR and SABA 1475. Ability to operate and use required tools and equipment skillfully and safely. Experience in supervising subordinates.

**DUTIES** : Maintenance and repair of all electrical repairs at Khayelitsha District Hospital under the supervision of the Chief Artisan. Maintain and repair

electrical installations and equipment at the institution. Assist with and oversee general mechanical repairs and maintenance. Perform necessary administrative functions, train and supervise subordinates and manage performance of staff. Assist with the execution of engineering projects and control over tools and materials. Assist Chief Artisan with reasonable adhoc duties. Responsible for managing outsourced contractors and service level agreements via IPC procurement process.

**ENQUIRIES APPLICATIONS** : Mr L Petersen Tel No: (021) 360-4705  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 27 November 2020

**POST 26/343** : **ARTISAN PRODUCTION GRADE A TO C (PAINTING)**  
 Engineering and Technical Support Services (Metro West, Zwaanswyk)

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

**CENTRE REQUIREMENTS** : Head Office, Cape Town Directorate  
 : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: A valid driver's licence (Code B/EB) and willing to travel throughout the Western Cape. Perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.

**DUTIES** : (key result areas/outputs): Perform necessary administrative functions, train and supervision of subordinates. Control over tools and materials. Maintenance and repairs by painting, glazing, and spray- painting of hospital buildings. Emergency breakdowns (including afterhour's repairs). Planning and décor of new installations and alterations.

**ENQUIRIES APPLICATIONS** : Mr B Lesch Tel No: (021) 715 5921  
 : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE CLOSING DATE** : No payment of any kind is required when applying for this post.  
 : 27 November 2020

**POST 26/344** : **ADMINISTRATIVE CLERK: FINANCE/ADMIN**  
 Chief Directorate: Metro Health Services

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
 : Metro TB Hospital Complex

: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Financial Management, specifically focused on Creditor, Debtor Management and Asset & Liability Accounting. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Knowledge of the PFMA, Accounting Officer's System and Financial Prescripts and Instructions. Must have Analytical, Accounting and Numeracy Skills. Must have the ability to effectively. Communicate in at least two of the three official Languages of the Western Cape. Must be Computer literate in MS Office, Outlook, Word and Excel. Must have good Interpersonal skills.

**DUTIES** : Expenditure Management by processing BAS and Logis Payments for Goods, Services, Leases and Rental Contracts, management of Creditor's Accounts and Remittance of Payments. Management of Asset

& Liability Accounts, processing of Journals and Debtor Management. Management of the Cashier's Office including Receipts, Petty Cash and Safe-keeping of State Monies. Maintaining Effective Internal Controls including Document Control, Compliance, accurate allocation of SCOA codes and ensuring payments are processed within 30 days. Providing Effective Support to relevant Line Manager's, End-users, Creditors and Debtors by resolving queries and maintaining effective communication in the Department.

**ENQUIRIES** : Mr. X Damini Tel No: (021) 508-7410  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/345** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**  
(Central Karoo District)

**SALARY** : R173 703 per annum  
**CENTRE** : Nelspoort Hospital  
**REQUIREMENTS** : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Competencies (knowledge/skills): Knowledge of and experience in information management systems (PHCIS/Ideal Clinic/CLINICOM/Sinjani/ Tier.net). Advance computer literacy (Ms Office: Word, Excel, and PowerPoint). Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context.

**DUTIES** : (key result areas/outputs): Responsible for data management, i.e. collection, collation, capturing and reporting. Perform an administrative role as a member of the information management team. Office administration with regards to filing processes, telephonic enquiries and letters. Assist with data management quality monitoring. Interpret and analyse data trends. Participate in health information coordinating activities and maintain data retrieval efficiency.

**ENQUIRIES** : Ms B Goliath Tel No: (023) 414-8200  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/346** : **HANDYMAN**  
Central Karoo District

**SALARY** : R145 281 per annum  
**CENTRE** : Nelspoort Hospital  
**REQUIREMENTS** : Minimum requirements: Basic literacy and numerical skills. Experience: Appropriate Handyman experience. Inherent requirement of the job: Valid (Code 10) drivers' license. Willingness to do standby duties. Ability to do hard physical work. Willingness to travel and work overtime. Competencies (knowledge/skills): Good interpersonal skills. Basic reading and writing skills. Knowledge and the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.

**DUTIES** : Perform as a Handyman in the execution of their respective duties. Perform various basic maintenance duties in the workshop, wards and the grounds. Undertake a variety of the other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance.

**ENQUIRIES** : Ms SC James Tel No: (023) 416-1600  
**APPLICATIONS** : Please submit your application for the attention of Ms S Pienaar to the District Manager, Garden Route District Office, P/Bag X6592, George, 6529.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/347** : **LABORATORY ASSISTANT**  
Forensic Pathology Service, Forensic Medicine and Toxicology

**SALARY** : R145 281 per annum  
**CENTRE** : University of Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Pathology and or Forensic Laboratory. Inherent requirements of the job Valid (Code B/EB) drivers' license. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Above average proven computer and software literacy. Ability to work in a hazardous environment, perform heavy manual tasks and the ability to work under pressure. Good interpersonal relationships, accountability and working both individually and in a team.

**DUTIES** : Perform routine cleaning services in the Histopathology Laboratory and Toxicology Laboratory, including glassware, work bench tops and other laboratory duties and handling of laboratory chemicals and biological specimens. Responsible for the handling of medico – legal histology specimens/delivery of other specimen's to respective laboratories Maintain chain of custody and writing affidavits and support in routine monitoring of laboratory equipment. Responsible for handling of laboratory hazardous waste/ disposal. Perform administrative and driving duties and assist with moving of laboratory equipment and ability to understand and apply the correct Standard Operating Procedures.

**ENQUIRIES** : Ms M Perrins Tel No: (021) 650-5872/ (021) 406-6001  
**APPLICATIONS** : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

**FOR ATTENTION** : Mr B Wepener  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/348** : **STERILISATION OPERATOR PRODUCTION (CSSD)**  
Chief Directorate: Metro Health Services

**SALARY** : R122 595 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum requirement: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in the CSSD environment. Inherent requirements of the job: Willingness to work shifts, weekends, public holidays and night duty and be rotated. Willingness to be trained and upskilled, and to attend training courses as designated by the hospital. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work in a co-operative way within a team context with good interpersonal skills. Basic understanding of disinfection, decontamination and sterilisation. Basic knowledge of theatre instruments and linen.

**DUTIES** : Collect and deliver soiled and clean linen and packs to and from theatre and wards. Effective application of sterilisation processes and techniques, incl. decontamination, packing and sterilisation of instruments, linen and supplies. Promote/adhere to infection control as well as health and safety regulations. Assist with cleaning and testing of sterilisation equipment, washing machines and autoclaves. Cost effective utilisation of resources and maintain equipment in optimum working condition. Monitor, control and maintain adequate stock levels, assist and report with investigation of

lost instruments / equipment. Support to the supervisor and team members.

**ENQUIRIES** : Ms S Basardien Tel No: (021) 402-6430  
**APPLICATIONS** : Please submit your application for the attention of Mr. M Samodien to the Chief Executive Officer: New Somerset Hospital, Private Bag, Green Point, 8005.

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/349** : **CLEANER**  
Chief Directorate: Metro Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Hout Bay CDC  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

**DUTIES** : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

**ENQUIRIES** : Ms T Ahjam Tel No: (021) 790-1050  
**APPLICATIONS** : Please submit your application for the attention of Mr.F.Le Roux, to The Director: Metro Health Services, Southern/Western sub structure, 60 White Road, Retreat, 7965 or P.O. Box 30360, Tokai, 7966

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**POST 26/350** : **HOUSEHOLD AID**  
Cape Winelands Health District

**SALARY** : R102 534 per annum  
**CENTRE** : Cape Winelands TB Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. Competencies (knowledge/skills): Basic knowledge of cleaning and the use of cleaning of equipment. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Responsible for cleaning duties (i.e. dust, wash, scrub, polish, waste handling) and maintenance of general neatness and hygiene of the wards on a daily basis. Responsible for general cleanliness of wards and adherence to OHS and IPC policies. Perform food service duties according to HACCP principles and food service unit policies. Render assistance to the supervisor with regards to general housekeeping duties such as control of cleaning and household equipment and upkeep of linen.

**ENQUIRIES** : Ms A Klaasen Tel No: (023) 348-1311  
**APPLICATIONS** : Please submit your application for the attention of Ms. J.B Salie to the Director, Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted Candidates may be subjected to a practical test.  
**CLOSING DATE** : 27 November 2020

**POST 26/351** : **HOUSEHOLD AID**  
Chief Directorate: Rural Health Services

**SALARY** : R102 534 per annum  
**CENTRE** : Paarl Hospital  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Inherent requirement of the job: Willingness to work shifts including night duty, overtime, weekends, public holidays and rotate to other departments in the hospital. Experience: Appropriate cleaning experience in a hospital environment. 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 HM Louw Tel No: (021) 860-2839  
**APPLICATIONS** : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.

**FOR ATTENTION** : Mr KN Cornelissen  
**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

**CLOSING DATE** : 27 November 2020

**POST 26/352** : **CLEANER**  
Overberg District

**SALARY** : R102 534 per annum  
**CENTRE** : Swellendam CDC  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a Health Environment. Appropriate experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirements of the job: Willingness to rotate to other clinics. Ability to lift/move heavy equipment and supplies. Competencies (knowledge and skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygiene and safe environment. Handle cleaning equipment. Handle elementary stock control.

**ENQUIRIES** : Ms GJ van der Westhuizen Tel No: (028) 514 8400  
**APPLICATIONS** : The District Director: Overberg District Office, Private Bag X7, Caledon, 7230.

**FOR ATTENTION** : Ms A Kriel  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 27 November 2020

**DEPARTMENT OF HUMAN SETTLEMENTS**

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

**CLOSING DATE** : 30 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 26/353** : **TECHNICAL COMPLAINTS MANAGER: RENTAL HOUSING TRIBUNAL REF NO: HS 34/2020**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Human Settlements, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification); A minimum of 3 years' experience in a rental housing tribunal/court/legal working environment; A valid driving licence. Recommendation: Qualification in Law. Competencies: Knowledge of the following: The Rental Housing Act 2001; Prevention of Illegal Evictions from Unlawful Occupations of Land Act, 1998; Public service procedures and property management and maintenance from a rental perspective; Conflict management and mediation; Public Service policies and procedures; Labour Relations policies and procedures; Human resources management systems; The Public Finance Management Act (PFMA); National Treasury Regulations and Provincial Instructions. Skills needed: Legal interpretation; Research and report writing; Conceptual, formulation, networking and Numeric; Communication (written and verbal); Planning and organising; People Management. Computer literacy (MS office package).

**DUTIES** : Manage technical cases and ensure 90 days compliance; Assign and investigate cases, Oversee and ensure serving of interdicts; Provide technical support to the Clerk of the Court (Rental Housing Tribunal Support); Ensure timeous serving of subpoenas; Oversee proper arrangements of ad-hoc hearing venues; Engage with stakeholders in terms of interdicts e.g. SAPS, CDW, Municipality, Landlords and Agents; Human Resource Management and; Mentor and coach team members; Manage the discipline and workload of team members; Financial Management.

**ENQUIRIES** : Mr N.G Vaveki Tel No: (021) 483 6495

**POST 26/354** : **CHIEF WORKS INSPECTOR ELECTRICAL: WORKS INSPECTORATE REF NO: HS 32/2020**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Human Settlements, Western Cape Government  
**REQUIREMENTS** : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving license. Competencies: Knowledge of the following: National Housing Code, Construction Industries, Development Board (CIDB), and the National Electrical Regulations; Procurement and tendering processes; Occupational Health and Safety Act, 1993 OCHSA); SANS 10142-1 electrical regulations; Electrical practices and interpretation of drawings and plans; Contract and Project Management; Technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions; Proven written and verbal



communication skills; Proven computer literacy skills; Proven report-writing skills; Proven project management skills; Proven implementation and monitoring skills; Ability to draft complex technical submissions/memorandums/reports; Ability to interpret relevant legislation, policies, regulations, guidelines, standards, procedures and best practices; Ability to forge sustainable relationships and utilise resources effectively and economically to achieve key deliverables; Proven planning, organising and record keeping skills.

**DUTIES** : Monitoring electrical installations on all housing projects; Evaluate electrical drawings and specifications for houses and other housing related structures and compile assessment reports; Electrical maintenance of housing assets.

**ENQUIRIES** : Mr A Adams at Tel No: (021) 483 8784

#### **DEPARTMENT OF LOCAL GOVERNMENT**

**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** : 30 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 26/355** : **ASSISTANT DIRECTOR (INTERGOVERNMENTAL RELATIONS):  
SERVICE DELIVERY INTEGRATION REF NO: LG 20/2020**

**SALARY** : R376 596 per annum (Level 09)

**CENTRE** : Local Government, Western Cape Government

**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant experience in an intergovernmental relations/stakeholder management environment. Recommendation: Working knowledge of the Intergovernmental Relations Framework Act (IGR Framework Act); Experience of Project Management, Strategic Management, Financial management as well as aspects of Supply Chain Management such as procurement and asset management; Experience in IT and related aspects. Competencies: Knowledge of the following: Legislation and policy frameworks applicable to local government; Constitutional and institutional and developmental circumstances of municipalities in the Western Cape; National inter-governmental legislation; Written and verbal communication skills; Proven computer literacy skills; Administrative skills; Organising skills; Problem solving skills.

**DUTIES** : Support the effective and efficient functioning of IGR structures within all district municipalities; Act as a referral mechanism between municipalities and provincial sector departments; Ensure effective follow up and finalisation of issues referred to and by the department; Provide support to provincial wide IGR governance events; Support IGR processes through the effective capturing of, follow up and report back on key issues emanating from strategic inter-departmental forum engagements; Make presentations to municipalities (District Coordinating Forum and District Coordinating Forum Technical Committee meetings) on IGR related matters; Plan and co-ordinate a monthly intra-departmental forum for

interaction between the different directorates; Duties as assigned by deputy director in support of executing administrative functions for the achievement of the overall objectives of the directorate.

**ENQUIRIES** : Mr NJ Witbooi at Tel No: (021) 483 4249

#### **DEPARTMENT OF THE PREMIER**

**CLOSING DATE** : 27 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 26/356** : **DEPUTY DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 56/2020**

**SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), All-inclusive salary package of Premier, Western Cape Government  
: An appropriate 3-year Social Sciences or LLB Degree or related; A minimum of 3 years relevant middle management experience; A valid code B (08) driving license. Recommendation: Masters Degree; Children's Rights expert. Competencies: Knowledge of the following: Strategy development, strategy management and strategy monitoring and review processes; People Management processes; Financial Management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Presenting and Communicating Information; Adhering to Principles and Values; Delivering Results and Meeting Customer Expectations; Deciding and Initiating Action; Relating and Networking; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving; Sound Budgeting; Facilitation; Presentation; Report writing.

**DUTIES** : Develop strategic frameworks and policies which will enable the Commission to fulfil its functions; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Assist the Commissioner to initiate or conduct investigations and enquiries into any matter within the scope of the Commissioner as aligned to the Western Cape Commissioner for Children Bill; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children's Commissioner; Perform managerial tasks as required.

**ENQUIRIES APPLICATIONS** : Mr I Johaardien at Tel No: (021) 483 9878  
: 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 26/357** : **ASSISTANT DIRECTOR: INVESTIGATIONS AND ADVICE REF NO: DOTP 57/2020**

**SALARY CENTRE** : R376 596 per annum (Level 09)  
: Premier, Western Cape Government

<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or a legal field; A minimum of 3 years' relevant experience; A valid code B driving license. Recommendation: Children's Rights expert/ Legal Advisory experience; LLB Degree or a Social Work Degree. Competencies: Knowledge in the following: Strategy development, strategy management and strategy monitoring and review processes; People Management processes; Financial Management processes; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face; Behavioural competencies: Applying Expertise and Technology; Analysing; Relating and Networking; Leading and Supervising; Skills: Interpret and apply relevant policies and procedures; Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.
<b><u>DUTIES</u></b>	:	Supervise and provide guidance to staff regarding the following functions and perform the more complex work in this regard: Assist with the development of tools and implementation of policies and strategic frameworks; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Conduct research with regards to the rights and interests of the children in the Western Cape; Report on the activities of the Children's Commissioner; Perform supervisory tasks.
<b><u>ENQUIRIES</u></b>	:	Mr I Johaardien at Tel No: (021) 483 9878
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 26/358</u></b>	:	<b><u>CHILDRENS COMMISSIONER OFFICER: INVESTIGATIONS AND ADVICE REF NO: DOTP 58/2020</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Premier, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Social Sciences or related field; A minimum of 1-year relevant experience in a similar environment; A valid driving license. Recommendation: Tech Savvy; Experience with reference to children rights; Youth and Community Development experience; Child protection experience; Community practices; Experience in writing reports. Competencies: Application and understanding of the following legislation: Provincial executive support systems and services; Public communication, public education, public engagement and discourse management processes; Good corporate governance norms and standards; Policies of the government of the day; Needs, interests and rights of children, and stakeholders within the sector; Critical issues and challenges which children face. Behavioural competencies: Delivering Results and Meeting Customer Expectations; Working with stakeholders including children and the public; Persuading and Influencing; Analysis of data; Skills: Human resource planning; Problem solving skills; Sound Budgeting skills; Facilitation Skills; Presentation Skills; Report writing skills.
<b><u>DUTIES</u></b>	:	Support the development and implementation of policies and strategic frameworks; Report on the activities of the Children's Commissioner; Support the Western Cape Children's Commissioner functions, as well as Children's rights with identified audiences; Provide information and advice on children's rights to persons, institutions or organs of state in the Western Cape whose policies and practices relate to children; Support investigations related to the mandate of the Commissioner.
<b><u>ENQUIRIES</u></b>	:	Mr I Johaardien at Tel No: (021) 483 9878
<b><u>APPLICATIONS</u></b>	:	Only applications submitted online will be accepted. To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

## PROVINCIAL TREASURY

### MANAGEMENT ECHELON

**POST 26/359** : **DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE (GROUP 2) REF NO: PT 21/2020**

**SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE REQUIREMENTS** : Provincial Treasury, Western Cape Government  
: Relevant bachelor's degree (including Economics, Accounting, Public Management or Finance); 5 years proven financial management experience; Valid driving license or alternative mode of transport for people with disabilities; Knowledge of South Africa's local government system; Proven knowledge of government expenditure and financial systems; Knowledge of Human Resource Management functions; Knowledge of financial norms and standards (Municipal Finance Management Act); The successful completion of the Senior Management Pre-entry Programme. Recommendation: Extensive knowledge of matters relating to municipal financial management; Extensive knowledge on the operations of municipalities; Experience with developing strong intergovernmental relations. Competencies: Excellent communication skills; Excellent planning and organizational skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.

**DUTIES** : Implementation and coordination of the Provincial Treasury's responsibilities contained in the Municipal Finance Management Act; Monitor and report on the outcome of the municipal revenue and expenditure budgets; Monitor the municipal, adjustment budget process; Establish efficiency indicators in local government spending and revenue collection and support municipalities to improve these; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Assess and provide recommendations on conditional grant frameworks for local government; Human resource management within the directorate.

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

**NOTE** : Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> 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. 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.

**CLOSING DATE** : 27 November 2020

#### **OTHER POSTS**

**POST 26/360** : **SYSTEM MANAGER: SUPPORTING AND INTERLINKED FINANCIAL SYSTEMS REF NO: PT 19/2020**

**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); A minimum 3 years management level experience in a financial systems administration environment; A valid driving license. Recommendation: Experience in managing transversal financial systems (LOGIS, BAS and PERSAL) Comprehensive knowledge and experience in the following: Training and change management particularly in the financial systems domain; Support and Maintenance of financial systems. Competencies: Knowledge of the following: Public sector financial management (PFMA, NTR, PTI's); Public sector SCM legislation and policy frameworks; Public sector Personnel Management; SITA Act; SAQA and NQF legislation; SCOA; Experience in the following: Co-ordination of financial system training & amp; Change management; System data analytics; People management; Budgeting skills; Computer literate MS (Word, Excel, PowerPoint, Internet, Email).

**DUTIES** : To develop, implement and conduct appropriate training interventions to all provincial departments; Manage the following: Monitoring and reporting on financial management systems performance, processes and other systems; The Departmental System Controller functions specifically relating to the day-to-day management of transversal systems to Provincial Treasury; The Integration of different data basis information and compile new data sets i.r.o Training data base, Source systems (BAS,PERSAL, LOGIS ,Vulindlela and Western Cape Supplier data base); Accountable for the development, implementation and refinement of a financial operational model that enforces good governance practices; Be responsible for the roll-out of all major functionalities on transversal systems and the execution and co-ordination of all new financial system implementations.

**ENQUIRIES** : Mr A Mazomba at Tel No: (021) 483 5670  
**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>

**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

**CLOSING DATE** : 30 November 2020

**POST 26/361** : **DATA COLLATOR: DATA COLLATING AND TECHNICAL EDITING, REF NO: PT 20/2020**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Provincial Treasury, Western Cape Government

- REQUIREMENTS** : 1-2-year post-Matric qualification in Information Management, Information Technology or a relevant field with; A minimum of 3 years appropriate experience in advanced/ complex level typing/ technical editing/ formatting of various publication and electronic databases. Recommendation: A valid driving license; Experience in the following: Technical editing and formatting of financial documents or other Publications; Electronic filing and coping with extreme deadlines or relevant experience in office administration and rendering support to senior management; Willingness to work irregular hours; Grade 12 Computer Application Technology as a passed subject, end user computing/ office management or secretarial/ Office administration Diploma/ certificate. Competencies: Knowledge of the following: Technical editing and formatting; Technical editing and formatting of financial documents or other publications; Ability to liaise with diverse people; Aptitude for numbers; Good cognitive skills; Attention to detail; Analytical skills; Communication (written and verbal) skills; Proven computer literacy (MS Office suite).
- DUTIES** : Consolidate and technically edit/format the Provincial Budget publications and associated documentation; Liaise with departmental finance and planning staff on the management of budget information; Consolidate and technically edit/format other PT publications; Consolidate and technically edit/format municipal budget information and performance assessment reports, PT municipal publications and working papers; Information Management through PT Data Warehouse co-ordination and integration (Provincial and Local Government) and specialised functions.
- ENQUIRIES** : Ms S van der Merwe at Tel No: (021) 483 4433
- 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>
- 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
- CLOSING DATE** : 30 November 2020

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**MANAGEMENT ECHELON**

- POST 26/362** : **DIRECTOR: FACILITY MANAGEMENT REF NO: DSD 96/2020**
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive salary package). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE** : Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience in a Child and Youth Care Facility environment; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment; A valid driving license. Competencies: Knowledge of the following: Modern trends and future development in the Social Sector; Formulating and managing the Facility Management Programme; Relevant legislation; Assessment Systems; Financial Management; Project Management; Competencies: Strategic Capability and Leadership; People Management and Empowerment;

Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Skills: Interpret and apply relevant policies and procedures; Strong conceptual and formulation; Strong Leadership skills with specific reference to the ability to display thought leadership in complex applications; Sound Budgeting; Excellent communication (including report writing, facilitation and presentation skills); Strong organisational; Strategic thinking and planning.

**DUTIES**

: Develop and facilitate the implementation of a facility management plan for the department and provide professional support to facilities; Ensure the effective and efficient management of DSD owned Residential Care Centers; Centralised admissions and administration and oversee and manage NPO Child and Youth Care Centers; Quality Assurance and Monitoring; Render an administrative service to the component and facilities; Strategic Management; People Management; Financial Management.

**ENQUIRIES  
APPLICATIONS**

: Ms L Goosen at Tel No: (021) 202 9251  
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

**NOTE**

: Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. 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. The nominated candidate will also be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> 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. 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.

**CLOSING DATE**

: 27 November 2020

**OTHER POSTS**

**POST 26/363**

: **SOCIAL WORK MANAGER: PROGRAMME IMPLEMENTATION & COORDINATION (METRO NORTH-GOODWOOD) REF NO: DSD 94/2020**

**SALARY**

: Grade 1: R794 889 – R894 666 per annum  
Grade 2: R949 149 – R1 100 325 per annum (as prescribed by OSD)

**CENTRE  
REQUIREMENTS**

: Social Development, Western Cape Government  
: 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(SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker

with the SACSSP; A valid driving license. Competencies: Knowledge of the following: Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Work); Personnel Management; Supervision Framework for Social Work profession; Social Welfare and Community Development legislation related to children; Social Welfare and Community Development theory and interventions; Information and Knowledge Management; Protocol and professional ethics; The following skills: Organising and planning; Project planning; Psycho social intervention; Conflict management; Proven computer literacy; Written and verbal communication skills.

**DUTIES** : Provide a Social Welfare and Community Development service of the highest, most advanced and specialised nature within a defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate the development and planning of programmes and interventions to render a social welfare and community development service through the efficient, economical and effective utilisation of financial resources; Management of service delivery area(s) (unit(s)) to ensure that an efficient and effective social welfare and community development service is delivered through the efficient and effective utilisation of human resources; Plan and ensure that social welfare and community development research are undertaken; Undertake complex social welfare and community development research. Perform and / or ensure that all the administrative function required in the service delivery area(s) are performed; Keep up to date with new developments in the Social Welfare and Community Development field; Supervise all the administrative functions required in the service delivery area(s) and undertake the higher level administrative functions.

**ENQUIRIES** : Ms S Abrahams at Tel No: (021) 483 7672  
**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>

**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.

**CLOSING DATE** : 30 November 2020

**POST 26/364** : **SOCIAL WORKER: SOCIAL WORK SERVICES (CEDERBERG) REF NO: DSD 92/2020 (X2 POSTS)**

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

**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work



after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Ms C Nell at Tel No: (027) 213 2096  
**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>

**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.

**CLOSING DATE** : 30 November 2020

**POST 26/365** : **SOCIAL WORKER: SOCIAL WORK SERVICES (BREED VALLEY), REF NO: DSD 93/2020**

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

**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving license. **Grade 1:** No experience; **Grade 2:** A minimum of 10

years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years' appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Report writing skills; Self-Management skills; Good planning and organisational skills; Presentation and facilitation skills; Client orientation and customer focus; Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

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

**ENQUIRIES** : Ms L Louw at Tel No: (023) 348 5300  
**APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**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.

**CLOSING DATE** : 30 November 2020

**POST 26/366** : **SUPPLY CHAIN MANAGEMENT CLERK: FIXED ASSET MANAGEMENT REF NO: DSD 79/2020**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Social Development, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification) Competencies: Good understanding of the following: Supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Work

procedures in terms of the working environment; Proven computer skills; Planning and organising skills.

**DUTIES** : Render asset management clerical support; Compile and maintain records (e.g. asset records/databases); Render demand and acquisition clerical support; Update and maintain a supplier (including contractors) database; Register suppliers on Logistical Information System (LOGIS) or similar system; Render logistical support service; Place orders for goods; Receive and verify goods from suppliers.

**ENQUIRIES APPLICATIONS** : Mr R Martin at (021) 483 6004  
: 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>

**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.

**CLOSING DATE** : 30 November 2020

**POST 26/367** : **REGISTRY CLERK: LOGISTICAL SERVICES (WEST COAST) REF NO: DSD 95/2020**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)  
: Social Development, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding 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; Work in registry; Proven computer literacy; Written and verbal communication skills.

**DUTIES** : Provide registry counter services: Attend to clients; Handle telephonic and other enquiries received; Receive and register hand delivered mail/files; Handle incoming and outgoing correspondence: Receive all mail; Sort, register and dispatch mail; Distribute notices on registry issues; Render an effective filing and record management service; Opening and close files according to record classification system; Filing/storage, tracing (electronically/manually) and retrieval of documents and files; Complete index cards for all files; Operate office machines in relation to the registry function; Process documents for archiving and/ disposal: Electronic scanning of files; Sort and package files for archives and distribution.

**ENQUIRIES APPLICATIONS** : Ms D Smith at Tel No: (022) 713 2047  
: 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>

**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.

**CLOSING DATE** : 30 November 2020

## DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

**CLOSING DATE** : 30 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 26/368** : **CHIEF ARCHITECT: PROGRAMME / PROJECT INFRASTRUCTURE DELIVERY: HEALTH REF NO: TPW 78/2020**

**SALARY** : R898 569 per annum (OSD as prescribed).  
**CENTRE** : Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience within Health Infrastructure design; Valid driving license; Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

**DUTIES** : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; Manage and

implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**ENQUIRIES** : Ms J Thomas at Tel No: (021) 483 2004  
**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 26/369** : **ASSISTANT DIRECTOR (PLANNING AND COORDINATION):**  
**DEPARTMENTAL STRATEGIC MANAGEMENT SUPPORT REF NO:**  
**TPW 185/2019 R1**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree or higher) in Strategy Management, Policy and/or Public Administration; A minimum of 3 years relevant experience in strategic planning/management, policy and/or Public Administration. Recommendation: A valid code B driving license. Competencies: Knowledge of the following: Relevant legislation, regulations and policies impacting on the activities of the directorate; Strategic planning methodologies and tools; Annual reporting processes; Stakeholder interaction; Research processes; Proven computer literacy; Planning and organising skills; Written and verbal communication skills.

**DUTIES** : Facilitate the following: The department's strategic planning processes; The development of the Strategic Plan; The development of the Annual Performance Plan; The development of the annual report; Ensure the effective and efficient management of the component.

**ENQUIRIES** : Mr C Sampson at Tel No: (021) 483 6454 / 072 777 1516  
**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 26/370** : **CLIENT CARE CENTRE AGENT: CLIENT CARE CENTRE REF NO:**  
**TPW 34/2020 R1 (X6 POSTS)**

**SALARY** : R257 508 per annum (Level 07)  
**CENTRE** : Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' experience in a mechanical, panel beating or similar fleet management environment; A valid Code C (Or higher) driving license and Prdp. Recommendation: Relevant working experience in the following: Government and/or other motor transport fleet agencies; Retail Motor Industry (RMI)/South African Motor Body Repairers' Association (SAMBRA) (or equivalent) grading systems; Audatex/Abuntex system; Cost analyses. Competencies: Knowledge of the following: Repair, maintenance, panel beating and spray painting of vehicles (i.e. Motorcycles, Quads, Sedans, LDV's, Panel vans, Cranes, Trucks and Busses); BBB-EE Act; Fleet Management Systems; Office administration; Client Liaison Management; Written and verbal communication skills; Planning and organisational skills; Good problem solving and conflict resolution skills; Ability to work in a team and result orientated.

**DUTIES** : Receive incoming calls from Client institutions on a daily basis; Capture said Fleet Repair and Maintenance service requests (SR's) on the GMT

system; Follow up on open service requests with the GMT Teams and/or Vehicle Related Suppliers; Assist with the capturing of vehicle inspections; Publish service requests to invite quotes, and coordinate vehicle assessments by the GMT Team and/or Vehicle Related Suppliers on the GMT premises; Coordinate with Client institutions and assist with the scheduling of vehicles overdue for service intervals as prescribed by the vehicle manufacturer, COF renewal, vehicle manufacturer recall programs and processing vehicle inspections performed by GMT, the R&M service provider (Nedbank) and Client institutions; Review quotes received via the GMT FleetMan system to tow and/or recover vehicles, servicing, repair and/or maintenance of vehicles and scrutinize the vehicles technical history, before approving or rejecting the service requests with a reason or escalate to the Assistant Director/ Deputy Director/Director for review or approval; Monitor accident damage and/or mechanical repair vehicle downtime progress and follow up on overdue vehicles until resolved; Follow up on outstanding Vehicle Related Supplier invoices to finalize the GMT service requests; Provide technical advice to Client Institutions and Transport Officers, and assist with drafting TV6/28 vehicle condition assessment reports when the vehicles are withdrawn from service (to be auctioned); Receive misuse and/or vehicle hijacking/thefts reporting via the GMT Report line (calls or email) and handle/register said cases on the GMT system (for further action by GMT Fleet Risk Management and the vehicle tracking service provider).

**ENQUIRIES  
APPLICATIONS**

: Mr S Tyman at Tel No: (021) 467 4756  
 : 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 26/371**

: **OPERATOR: GRADER (PAARL) REF NO: TPW 176/2019 R2**

**SALARY  
CENTRE  
REQUIREMENTS**

: R145 281 per annum (Level 04)  
 : Transport and Public Works, Western Cape Government  
 : Grade 10 (Junior certificate or equivalent qualification); A minimum of 3 years working experience operating a grader; A valid Code EC1/ EC driving license with a valid PDP. Recommendations: Extensive proven experience in the operation of other construction machinery. Competencies: A good understanding of the following: Heavy construction machinery; General road maintenance tools; Tar and gravel road surfaces; Ability to work under pressuriser and meet deadlines; Ability to deal with diversity; Self-motivated; Able to work in a team.

**DUTIES**

: Filling of gravel shoulders with gravel; Cut open and compacting of gravel roads; Deforesting of road reserves where necessary; Cutting of side drains using a grader; Gravel patchwork of road section as indicated by inspections; Cutting open of gravel heaps.

**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](mailto: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.

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 27 November 2020
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### **MANAGEMENT ECHELON**

- POST 26/372** : **DIRECTOR: ASSESSMENT MANAGEMENT**  
Job Purpose: To develop, enhance and maintain the provincial examination and assessment systems pertaining to all phases of curriculum delivery in the schooling sector
- SALARY** : R1 057 326 per annum (Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
- CENTRE** : Head Office Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level within an educational environment which includes Examination Administration and Assessment Management. Successful completion of the Certificate for entry into the Senior Management Service (SMS). Valid driver's license.
- DUTIES** : Develop and maintain provincial assessment systems in sync with the examinations systems and processes and ensure that national and provincial policies and regulations are adhered to. Devise strategies to support the process of improving learner attainment. Enhance the standard, credibility and quality assurance of school-based assessment. Develop material to support and train teachers in the implementation of formative and summative assessment. Train district officials and teachers in the interpretation of examination and assessment related data analysis and report writing. Ensure the appointment of markers for the National Senior Certificate and other external examinations. Ensure the effective management of Assessment and Examination irregularities in accordance with policy and identify ways to curb irregularities. Provide support to districts and schools in the management of learner progression and promotion in accordance with policy and monitor the implementation of the policy across districts. Develop online systems and tools to address the demand for alternate ways of conducting and evaluating assessments. Identify staff capacity needs and ensure training interventions. Manage directorate's budget in line with the strategic objectives of the Department.
- ENQUIRIES** : Ms T Singh Tel No: (021) 467 2541