

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT EDUCATION (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.
- CLOSING DATE** : 19 March 2021
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

- POST 08/243** : **DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT**
MANAGEMENT REF NO: 87
Directorate: Curriculum and Assessment Management
- SALARY** : R1 521 591 per annum (Level 15). 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) and a post graduate qualification (NQF level 8) as recognized by SAQA; 8 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid Driver's license.
- DUTIES** : Strategic management, guidance and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development. This includes the following broad areas of service delivery:
Assessment: Develop provincial assessment systems and see to application of national assessment systems. Build skills and capacity in respect of the application of assessment systems. Review assessment systems based on feedback and feed into provincial intervention programmes and national review processes.
Examinations: Plan the system of examinations for all phases of curriculum delivery. Administer examination and certification processes. GET Curriculum Development Coordinate curriculum research and development within learning areas. Coordinate curriculum development initiatives within the learning area context according to provincial needs in ECD, GET and ABET. Contribute to national curriculum policy development with respect to learning areas. Monitor, support and evaluate all provincial interventions within the learning area context. Develop policy documents, guidelines and training materials in support of learning areas. FET Curriculum Development Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in FET. Contribute to national curriculum policy development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. e-Learning Plan the roll out of e-learning initiatives. Ongoing professional Development of all Teachers
- ENQUIRIES** : Mr BK Schreuder Tel No: (021) 467 2519

<u>POST 08/244</u>	:	<u>CHIEF DIRECTOR: EXAMINATION AND ASSESSMENT MANAGEMENT REF NO: 85</u> Directorate: Examination and Assessment Management
<u>SALARY</u>	:	R1 251 183 per annum (Level 14). 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.
<u>CENTRE REQUIREMENTS</u>	:	Head Office, Cape Town An undergraduate qualification (NQF level 7) as recognized by SAQA; 5 years of experience at senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Driver's license.
<u>DUTIES</u>	:	Develop and maintain provincial examination and assessment systems that are aligned to all national and provincial policies. Develop electronic examination and assessment systems in line with current policies to effectively meet the demands of 21 st century education. Ensure timeous appointment and training of moderation and marking officials for the various internal and external examinations and assessments. Ensure the training of school principals and invigilators in the management of the examinations. Ensure the Management of examination and assessment concessions, appeals, and accommodations for all grades via the CEMIS system. Provide guidance and support to schools to ensure the credibility of school-based assessment. Ensure the development of teachers in the different types of assessment. Ensure support to districts and schools in the identification and management of examination and assessment irregularities. Ensure that decentralization of selected examination functions to districts. Devise strategies to provide support and incentivize schools to improve examination and assessment results. Manage the planning and administration of examinations and certification throughout the education system. Ensure the management and administration of all external examinations, the resulting and certification thereof. Provide a provincial printing services and ensure timeous examination printing, sealing and distribution of examination material. Ensure that the machinery and equipment are serviced, upgraded and are of the highest standard. Coordinate and manage the marking examination answer scripts through the identification of marking centres and the appointment of personnel to perform the functions. Provide client support services and ensure accurate registration of candidates and registration and audit of examination centres in line with Umalusi requirements. Plan, manage and coordinate the development and implementation of examination and assessment information systems. Manage the development, implementation and review of policies to govern the implementation and use of examination and assessment information systems. Manage and monitor the development of new IT systems and the optimal implementation of existing systems in the Chief Directorate, in collaboration with Ce-I and SITA. Oversee the provision of user management services. Drive training, capacity-building and knowledge sharing practices across the Directorates.
<u>ENQUIRIES</u>	:	Dr P Beets Tel No: (021) 467 2346
<u>POST 08/245</u>	:	<u>DIRECTOR: CAPE TEACHING AND LEADERSHIP INSTITUTION (CTLI) REF NO: 84</u>
<u>SALARY</u>	:	R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Kuils River An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's licence. Additional Requirements: Proven relevant management experience in an education environment. Advanced knowledge of the South African Schools Act. Knowledge of all legislation and policies as related to the Key Performance Areas applicable to teacher education and development. Proven excellence in leadership and management of teacher education and development programmes.
<u>DUTIES</u>	:	Design learning and development programmes. Provide curriculum and research development services - Consult research to guide develop and roll-out of blended programmes (e-learning, e-teaching and face-to-face). Develop learning and development programmes - Support the WCED overall vision, including e-vision

through needs responsive teacher professional development initiatives and programmes. Advocate and support the preparation of teachers to embrace the WCED e-vision strategy in collaboration with relevant units and partners. Coordinate differentiated professional development programmes that will address the need of teachers at different levels of ICT integration part of their pedagogy in all schools. Implement systems to identify and meet training and development needs and impact of interventions - Reflect, monitor and evaluate provincial strategies and related TPD data. Using the formal and informal analysis of the curriculum outcomes to identify the specific needs for curriculum professional development involving all phases including ECD/GET/FET. Assess training and development programmes. Liaise with HEIs regarding development programmes - Collaborate regarding suitable teacher development programmes empowering new and practicing teachers. Market the CTLI. Deliver learning and development programmes. Facilitate and coordinate functional training interventions. Facilitate and coordinate school management training - Support and contribute to the School management and leadership programmes. Facilitate and coordinate induction and orientation programmes for Teachers - Facilitate and expand on the mentorship and induction practices at school level. Facilitate and coordinate functional training interventions. Facilitate and coordinate the school business management training programme. Liaise and coordinate the pre-service training programme. Provide curriculum research development services. Manage awards and excellence programmes. Provide an education library and information service. Coordinate enhancement services to libraries. Coordinate the technical support for virtual learning and physical library services. Manage and coordinate the logistics administrative support and library server support of library services. Manage the improvement of teacher qualifications and competencies. Facilitate formal continuous Professional Teacher Development towards qualification and school-based improvement. Custodian for the Teacher Development Strategy. Implementation of future focused policy considerations. Observe and be sensitive for the processing of teachers continued needs in the classroom. Secure the infusion of ICT in the presentation of all programmes to serve as norm for teachers to implement in their classrooms and the pedagogy of subjects. Identify and coordinate professional development programmes for different group of teachers on the development spectrum. Manage the implementation and maintenance of the Continuous Professional Teacher Development System. Observe and monitor the impact of practical teaching on the preparedness of new teachers during their final year of initial teaching. Manage the NTA and other teaching awards systems. Coordinate PTEDC activities in the province. Render support services. Render financial services. Render facility management services - secure a well – functioning support and corporate services for the institute to ensure all the functional operation of facilities, venues and hostels against a high standard of effectiveness and tasteful neatness. Render course administration. Render general support services.

- ENQUIRIES** : Mr H Mahomed Tel No: (021) 467 2368
- POST 08/246** : **DIRECTOR: STRATEGIC PEOPLE MANAGEMENT REF NO: 86**
- SALARY** : R1 057 326 per annum (Level 13), all-inclusive package (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration, Business Management, Human Resource Management/Development or Industrial Psychology; 5 years' experience at a middle/senior managerial level; Successful completion of the Certificate for entry into the Senior Management Service (SMS); Valid driver's license. Additional Requirements: Proven relevant management experience in a people management environment. Proven excellence in strategic people (HR) framework development and Implementation.
- DUTIES** : People Policies, Systems and People Planning. Manage the development, implementation and reporting of relevant people policies, strategies and guidelines. Manage the development, maintenance and reporting on relevant people information. Oversee the development of a Human Resource Plan (inclusive of Employment Equity and Disability). Oversee the development, maintenance and

reporting on a people operational management system. Provide human resource research and product development. Co-ordinate collate and quality assure HR information in the Annual Report. Manage, monitor, evaluate and report on HR matters. Post provisioning and organization development alignment. Oversee post provisioning planning for the educator and public service sectors by analysing trends, preparing best scenarios and monitoring implementation. Coordinate organisational development interventions, job evaluation and change management. Consultation support on the post provisioning and organization development processes. Ensure sound establishment monitoring mechanisms with relevant reporting and efficiency identifications. People Empowerment. Manage an Employee Health and Wellness Programme (HIV/Aids, EAP). Manage Human Resource Development and Empowerment services: Co-ordination and reporting on the Work skills Plan Bursary Management. Internship provision and management. Management and Leadership Development. Performance Management and Advisory Services. Facilitate quality alignment and moderation of all performance management instruments for the public service and educator sectors. Ensure accountability alignment in terms of the performance management instruments. Manage, guide, implement and report on a Performance Incapacity process. Performance and Ethics Administration. Manage the Ethics framework, inclusive of SMS Financial Disclosures and Remunerative Work Outside the Public Service (RWOPS) Develop, implement and maintain individual performance management systems in accordance with national and provincial guidelines for both the educator and public service sectors. Management of pay and grade progression processes. Probation management for the educator and public service sectors.

- ENQUIRIES** : Mr M Cronje Tel No: (021) 467 2080
- POST 08/247** : **DIRECTOR: EXAMINATION AND PRINTING ADMINISTRATION REF NO: 88**
Directorate: Examination and Printing Administration
- 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 and a 13th cheque. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Head Office, Cape Town
: An undergraduate qualification (NQF level 7) as recognised by SAQA; 5 years' experience as a school principal/Deputy Director or Chief Education Specialist; Successful completion of the Certificate for entry into the Senior Management Service (SMS); valid driver's license Additional requirements: Middle/senior management experience in an educational environment which includes relevant experience in the conduct and administration of examinations at school, district, provincial or national levels. Knowledge and application of provincial and national examinations and assessment policies applicable to the schooling sector.
- DUTIES** : Effective planning and management of all examinations and assessments in the Western Cape. Ability to enhance the security in the administration of examination processes. Ensure all accredited examinations centres and their candidates are registered correctly for all examination and assessments. Ensure efficient service delivery to clients and manage client services via districts. Ensure accurate processing of examinations results and certification of candidates. Ensure error free printing, packing and distribution of question papers to examination centres. Effective management of script control and the timeous collection of answers scripts from schools. Identify schools as marking centres and ensure smooth set-up of marking centres for all examinations. Manage Examination System administration functions and utilisation of SITA IT consultants. Knowledge of examination systems and processes and the ability to upgrade IT systems and processes to streamline examination processes. Provide correct data/statistics to MEC, HOD, EXCO, TOPCO, Districts and other stakeholders as and when required. Contribute to the development and enhancement of national and provincial computer programmes. Ensure sound tender administration in collaboration with Supply Chain Management. Work in close collaboration with the Directorate: Assessment Management and Curriculum to ensure efficient management of examinations and assessment in the Province. Ensure availability after hours to attend to management issues especially during peak examination

periods. Ability to communicate and enter into contractual agreements with external service providers. Ability to think and operate both strategically and operationally. Competence and ability to be responsible and take accountability for decisions taken. Ability to identify risk and address them appropriately. Ability to manage a large budget, plan and execute deliverables timeously.

ENQUIRIES : Ms T Singh Tel No: 021-467 2541

DEPARTMENT OF HEALTH

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

CLOSING DATE : 19 March 2021

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

OTHER POSTS

POST 08/248 : **DEPUTY DIRECTOR: HUMAN RESOURCE & FACILITY MANAGEMENT**
Chief Directorate: Metro Health Services

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

CENTRE : Khayelitsha District Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Human Resource Management and/or Facility Management. Management and supervisory experience. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ability to lead, innovate and drive change. Ability to work in a team and meet deadlines. Ability to analyse and use data for problem-solving and decision-making. Excellent knowledge and skills of HR policies, procedure and practice pertaining to Human Resource Management, Human Resource Development and Labour Relations.

DUTIES : (key result areas/outputs): Ensure effective and efficient management of all aspects of Human Resource Management, including Labour Relations and Human Resource Development. Strategic, operational and financial management of all Support Services including: waste management, linen, transport, porters, telecommunications, residence, food services and contracted services. Strategic, operational and financial management of technical services, including maintenance and health technology. Provide strategic management and leadership, as member of Khayelitsha Hospital senior management team.

ENQUIRIES : Mr D Binza Tel No: (021) 360-4479

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

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

POST 08/249 : **OPERATIONAL MANAGER NURSING (SPECIALITY: MOU)**
Chief Directorate: Metro Health Services

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

CENTRE : Michael Mapongwana CHC

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with 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 a Professional Nurse and Midwife. 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 a specific speciality after obtaining the 1-year post-basic qualification as

- mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Willingness to work after hours. Competencies (knowledge/skills): Principles of Management: leadership, supervision, 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 Resource and Financial Management, including computer literacy (MS Word, Excel, Powerpoint and Outlook).
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the allocated Maternal Child and Woman's Health 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 subordinates 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** : Ms K Jacobs Tel No: (021) 361-3353
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- POST 08/250** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District
- SALARY** : R562 800 per annum (PN-B3)
- CENTRE** : Clanwilliam CDC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Post-basic qualification with duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care, accredited with the SANC (R48). 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 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 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): In-depth knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources and Financial guidelines and protocols. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Office).
- DUTIES** : Effective integrated execution and management of all clinical services (Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI, Men, Youth & community orientated primary care). Effective management of support services which includes: Information management w.r.t data collection, verification, report writing and submission of data, report writing, monitoring and evaluation of performance indicators. People management, i.e. supervision of staff, development and performance management. Finance and supply chain management to ensure effective budgeting and control. Control over infrastructure, maintenance and security, transport. Quality management regarding ideal clinic status realisation and maintenance. Interface management with internal and external stakeholders.
- ENQUIRIES** : Ms ML Sandt Tel No: (027) 482-2166
- APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.
- FOR ATTENTION** : Mr SP Cupido
- NOTE** : No payment of any kind is required when applying for this post.

- POST 08/251** : **CASE MANAGER**
Cape Winelands Health District
- SALARY** : R316 791 per annum
CENTRE : Robertson Hospital and Montagu Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilisation and updated clinical information. Appropriate experience in Case Management/Medical Aid Environment. Appropriate experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.
- ENQUIRIES** : Mr E De Bruyn Tel No: (023) 626-8524
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- POST 08/252** : **INDUSTRIAL TECHNICIAN PRODUCTION (ANAESTHETIC)**
Groote Schuur Hospital
- SALARY** : R257 508 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical or Mechanical Engineering (T-, N- or S – Stream) or registration as Engineering Technician in terms of the Engineering Professions of South Africa Act, (Act 46 of 2000) (proof must be submitted) or equivalent. Experience: Appropriate experience with the repair and maintenance of electro-mechanical equipment. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages. Of the Western Cape. Computer literacy. The ability to fault-find and repair anaesthetic and related medical equipment. Competent with hands-on practical work. Knowledge of hydraulics, pneumatics, mechanics and electronics.
- DUTIES** : Carry out maintenance and repairs of anaesthetic and related medical equipment. General administrative duties as required by Clinical Engineering (write reports, assist with specifications and record keeping of departmental activities). Liaise with clients and suppliers. Ensure that the equipment meets the legal and safety requirements of the manufacturers, statutory bodies and that it is safe for patient use.
- ENQUIRIES** : Mr L Van Niekerk Tel No: (021) 404-4040, Mr I Said Tel No: (021) 404-4019
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates will be required to undergo a practical test.

- POST 08/253** : **PERSONNEL OFFICER (TRANSVERSAL EMPLOYMENT PRACTICES)**
(4 Month Contract)
Directorate: People Practices & Administration
- SALARY** : R173 703 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in COIDA and Basic Conditions of Employment Act. Appropriate experience in BAS system transaction processing. Competencies (knowledge/skills): Knowledge of the Public Service Act and Collective Agreements. Sound knowledge of Compensation for Occupational and Diseases Act, (COIDA). Sound knowledge of the administration of the COIDA systems. Ability to communicate in at least two of the three official languages of the Western Cape. Good communication. Ability to deal with high volumes of work and to work under pressure. Computer literacy (PERSAL, Microsoft Office, Outlook).
- DUTIES** : Administer compensation for Occupational Injuries and Diseases claims and liaise with all the relevant stake holders (Compensation Commissioner, private doctors and hospitals, etc). Maintain COIDA database. Processing of COID claims on the Department of Labour's online system. Deal with telephonic and written enquiries.
- ENQUIRIES** : Ms O Ruiters Tel No: (021) 483-5711
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates may be subjected to a practical test.
- POST 08/254** : **ADMINISTRATION CLERK: SUPPORT (WARD CLERK)**
West Coast District
- SALARY** : R173 703 per annum
CENTRE : Radie Kotze Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration in a health environment. Inherent requirements of the job: Valid (Code B/EB) drivers license. Competencies (knowledge/skills): High level of computer literacy. Good communication and interpersonal skills. Proficiency in at least two of the three official languages of the Western Cape. Knowledge and experience of HIS/Clinicom and Logis PI.
- DUTIES** : Renders clerical patient support- liaison with all clients, admission of patients, discharge of patients. Render clerical support- administration of stock and consumables, keep statistics, communication responsibilities, photo copying and typing, recordkeeping, documentation and filing, bed management, arranges transport for patients. Support to supervisor and colleagues- optimal support of supervisor and colleagues, maintain filing system and recordkeeping. Support to the Head of Nursing with regards to staff administration- professional handling of staff administration, effective typing, secretarial functions, maintain agency bookings, staff recruitment and appointment duties.
- ENQUIRIES** : Mr NM Goeieman Tel No: (022) 913-1175
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may have to undergo a practical skills test.
- POST 08/255** : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
Cape Winelands Health District
- SALARY** : R173 703 per annum
CENTRE : Montagu Hospital (Stationed at Langeberg Sub-district in Robertson)
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management. Appropriate experience and knowledge of Health Information Systems [HIS]. Inherent requirements of the job: Valid (Code B/EB) drivers licence and willingness to travel. Willingness to rotate within the Information Management Component. Competencies (knowledge/skills): Appropriate working knowledge of current computer software systems utilised by the Department of Health, as well as computer literacy (MS Word, Excel and

- PowerPoint). Knowledge and experience in departmental HIS systems, (i.e. Clinicom, BI, Sinjani, etc.). Appropriate Office Administration, Training and Presentation skills. Good written and communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Responsible for data management, data verification and data submission (i.e. collation, verification and validation of data) via sub-district – to district Information Management Office; within set time frames and according to the information management policies. Generate pivot tables, system reports and compile routine monthly reports. Monitoring, evaluation and feedback to management and relevant stakeholders of performance data, data quality and trends. Co-ordinate meetings and assist with relevant training and audits. Support end-users with access to information systems by liaising with Ce-I.
- ENQUIRIES** : Ms S Hansen Tel No: (023) 626-8537
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post.

DEPARTMENT OF LOCAL GOVERNMENT

- CLOSING DATE** : 23 March 2021
- 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.

OTHER POST

- POST 08/256** : **ASSISTANT DIRECTOR: HEAD OF DEPARTMENT SUPPORT REF NO: LG 05/2021 (X2 POSTS)**
(12 Month Contract)
- SALARY** : R376 596 per annum (Level 09), plus a 37% in lieu of service benefits.)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 6 years relevant experience Recommendation: Experience providing administrative support to a senior manager. Competencies: Knowledge in the following: Relevant legislation/policies/prescripts and procedures; Latest advances in public management and administration; Public service reporting procedures; Modern systems of governance and administration; Policies, regulations, internal arrangements and procedures; SMS Manual Financial Manual ; Human Resource Management; Broad knowledge of all aspects pertaining to line functions within the Department; Administration and financial management including budget control; Procurement and tender administration; High level of communication (verbal and written) and negotiation skills; Outstanding planning, organising and people management skills; Ability to perform functions politically and diplomatically; Proven computer literacy; Good interpersonal relations, strong leadership and ability to motivate staff; Interpersonal relations.
- DUTIES** : Render administrative support services: Supporting the manager with the administration of the budget; Communication and liaison: Liaise with various local government officials as well as the general public; Assist manager in the execution of its inter- and intra-governmental function; Render personal support to the HOD (Head of Department); Organise interviews, appointments and performances for and to the HOD (Head of Department); Control all documents for meetings, including cabinet meetings; Management and supervision: Perform role of supervisor e.g. disciplining, performance management, mentoring and determining

ENQUIRIES

of workload and additional tasks; Minute-taking of HOD (Head of Department) meetings.
: Mr F. Mathee at Tel No: (021) 483 2051/ 07 964 8724