

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

CLOSING DATE : 21 June 2021
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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/339 : **DISASTER RISK MANAGEMENT OFFICER: DISASTER RISK MANAGEMENT ELSENBURG REF NO: AGR 69/2020 R1**
(12 Month Contract Position)

SALARY : R257 508 per annum (Level 07), (plus 37% in lieu of service benefits)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (BSc Degree/Honours or higher qualification) in Agriculture; A minimum of 1 year relevant experience; A valid driving license. Recommendation: Disaster Management System experience. Competencies: Knowledge of the following: Project planning, management and coordination; Audit principles; Public Finance Management Act (PFMA); Risk and Disaster Management practices, projects and services offered; Proven computer literacy; Written and verbal communication and presentation skills; Organising skills.

DUTIES : Provide support to the establishment of fodder banks for drought mitigation; Support the implementation of disaster aid programmes; Implement the Early Warning information systems; Support the implementation of all Agricultural Disaster Relief Funds; Perform all administrative and related functions.

ENQUIRIES : Ms J Wentzel at Tel No: (021) 808 5368
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 20/340 : **AUXILIARY SERVICES OFFICER: BREEDING/ REPRODUCTION/ ANIMAL HOUSING AND WELFARE-OUTDSHOORN REF NO: AGR 20/2021**

SALARY : R145 281 per annum (Level 04)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Grade 11 or equivalent qualification (Basic numeracy skills, literacy, operating equipment skills); A minimum of 2 years' experience in hatchery practices and/or ostrich handling; A valid code B (or higher) driving license. Competencies: A good understanding of the following: Maintaining a hatchery and farm infrastructure; Management of Ostrich breeder flock; Communication skills; Ability to work within a team and give guidance to farm aids; Ability to do physical work (handling of ostrich breeders and loading trays filled with eggs in incubator trollies).

DUTIES : Support the execution of research projects: Collecting, setting and candling of ostrich eggs and recording of research data; Maintenance of research resources: General cleaning and disinfecting of hatchery facilities; Administration: Daily record keeping; Functional work allocation and supervision of workers; Technology transfer: Assist with open days.

ENQUIRIES : Dr Z Brand at (044) 203 9406/ 084 689 1032
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:

- (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
 (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or
 (3) Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 28 June 2021

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

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

CLOSING DATE : 21 June 2021

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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 20/341 : **ARCHIVIST: CLIENT INFORMATION SERVICES (OUTREACH PROGRAMMES) REF NO: CAS 12/2021**

SALARY : R257 508 per annum (Level 07)

CENTRE : Department of Cultural Affairs and Sport, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Archival studies or with history or publicity as a main subject; A valid code B driving license. Recommendation: Understanding of automated storage and retrieval systems, electronic records, databases design and electronic publications. Competencies: Knowledge of improving archival management partnerships and practices; Written and verbal communication skills; Research skills; Public speaking skills; Ability to work independently and in a team.

DUTIES : Planning and administration of Public Programming Section; People Management; Publicity, publication and exhibitions; Information sessions and touring of groups; Oral history; Internships and learnerships.

ENQUIRIES : Ms C Ngobo at Tel No: (021) 483 0434

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE : 21 June 2021

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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 20/342** : **TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): SPATIAL PLANNING REF NO: EADP 09/2021**
- SALARY** : Grade A: R618 732 - R666 540 per annum (OSD as prescribed)
Grade B: R707 451 - R754 953 per annum (OSD as prescribed)
Grade C: R797 670 - R939 621 per annum (OSD as prescribed)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate B-Degree in Urban / Town / City and Regional Planning; A minimum of 3 years post qualification experience in town and regional / urban planning or development planning or spatial planning field; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B (or higher) driving license. Recommendation: Masters Degree in Urban/ Town / City and Regional Planning; Working knowledge and experience in the following: Spatial planning; Development Finance or Municipal Finances; Data science; Working with data and spatializing it; Drafting of Municipal Spatial Development Frameworks. Competencies: Good written and verbal communication skills; Proven computer literacy (MS Office Suite), GIS competency; Ability to work with data.
- DUTIES** : Provision of Spatial Planning advisory and support services to municipal planning; Spatial Planning services, monitoring, advice and support to Municipalities within the geographic regions as identified by the Director, with regards to the Spatial Development Frameworks (SDF's), Capital Expenditure Frameworks and Planning Studies; Provision of Spatial Planning advisory and support services to provincial and regional planning; Provision of regional spatial planning services, regional Spatial Development Frameworks, and any other spatial planning matters which are regional in nature; Assist Chief Directorate in executing its functional mandate; Support provided to the Chief Directorate in the provision of monitoring and reporting on oversight, facilitation and support functions of the Directorate; Innovation and leadership initiatives; Initiatives dependant on resources, need and areas of interest that will serve to advance the practice and relevance of spatial planning.
- ENQUIRIES** : Ms C.Stone at 0845774846 OR e-mail: Catherine.Stone@westerncape.gov.za

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.

OTHER POSTS

- POST 20/343** : **MANAGER: MEDICAL SERVICES GRADE 1**
Rural Health Services
- SALARY** : R1 173 900 per annum (A portion of the package can be structured according to the individual's personal needs.) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

<u>CENTRE REQUIREMENTS</u>	: George Regional Hospital : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness and skills to do work after hours. Competencies (knowledge/skills): Appropriate and proven managerial experience in a Health Care environment, showing strong leadership, strategic and operational skills. Knowledge of Clinical Governance, Healthcare legislation and related legal and ethical healthcare practices. Proven skills in the planning and implementation of quality improvement projects. Excellent communication in at least two of the three official languages of the Western Cape (written, verbal) and conflict management skills, proven computer literacy with proficiency in MS Word, Excel and PowerPoint with the ability to understand and analyze statistical and financial information.
<u>DUTIES</u>	: Provide strategic management and leadership for George Hospital, aligned with Provincial and National directives. Strategic, operational and financial management of all clinical and clinical support services. Coordination of clinical governance activities to maintain and continuously improve the quality of care. Effective, efficient human resource management and planning. Ensure teaching, training and development programmes for all categories of clinical staff. Participate in strategies to strengthen the district health care system in Garden Route and Central Karoo and coordinate the hospital's outreach programme.
<u>ENQUIRIES APPLICATIONS</u>	: Mr M Vonk Tel No: (044) 802-4534 or e-mail: Michael.Vonk@westerncape.gov.za : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Short-listed candidates will be subjected to a competency test.
<u>CLOSING DATE</u>	: 21 June 2021
<u>POST 20/344</u>	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY)</u>
<u>SALARY</u>	: R562 800 per annum
<u>CENTRE REQUIREMENTS</u>	: 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. 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 Nursing Science after obtaining the one year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills 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 (i.e. Ms Word, Excel, PowerPoint and Outlook).
<u>DUTIES</u>	: Responsible for the co-ordination and delivery of quality nursing care within the allocated specialty department and provide innovative leadership. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances.

		Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES</u>	:	Mr A Mohamed Tel No: (021) 404-2071
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/345</u>	:	<u>OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)</u> West Coast District
<u>SALARY</u>	:	R562 800 per annum
<u>CENTRE</u>	:	Clanwilliam CDC
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A 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 and proof of current registration. 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 requirements of the job: Valid (Code B/EB) drivers license 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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	ML SandtTel No: (027) 482-2166
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/346</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY PSYCHIATRY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R562 800 (PN-A2) per annum
<u>CENTRE</u>	:	Lentegeur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with 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. 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 in Advanced Nursing Science. Inherent requirement of the job: Valid code (B/EB) drivers license. Competencies (knowledge/skills):

		Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working with in the Acute Psychiatric Services.
<u>DUTIES</u>	:	Ensure clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Manage and co-ordinate the implementation of holistic, comprehensive, specialised nursing care in the Psychiatry complex, in conjunction with team members, within a professional and legal framework. Ensure the maintenance of quality care standards in the Psychiatry services. Manage, supervise, guide staff and keep records and statistics as required. Manage assets, consumables, and services effectively. Manage and support education, in-service training, and orientation and practice development initiatives in the area. Maintain professional growth and ethical standards. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.
<u>ENQUIRIES</u>	:	Ms BL McKay Tel No: (021) 370 -1248 / Ms D Lotz Tel No: (021) 370 -1341.
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/347</u>	:	<u>ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY: GRADE 1 (PERFUSION)</u>
<u>SALARY</u>	:	Grade 1: R517 326 per annum
<u>CENTRE</u>	:	Tygerberg Hospital, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council (HPCSA) as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Technologist: Cardiovascular Perfusionist (Independent Practice). Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Clinical Technologist Cardiovascular Perfusionist (Independent Practice). Inherent requirement of the job: After- hours service is compulsory. Competencies (knowledge/skills): Knowledge in all aspects of Cardiothoracic procedures. Skilled in all aspects of Cardiothoracic perfusion. Knowledge of Supply Chain and Financial regulations in the acquisition of equipment and consumables. Skills to purchase new equipment and consumables. Good computer skills in MS Word and Excel. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to work without supervision and work within a group with all levels of staff. Must be able to lead and manage the Cardiovascular perfusion team. Must be able to work under pressure. Understanding of procurement process. Capable of maintaining confidentiality. Paediatric cardiopulmonary bypass. Training.
<u>DUTIES</u>	:	Optimal patient care. Operation of heart / lung machine during cardiac surgery in adult and paediatric patients. Equipment Resource Management. Human Resource Management. Troubleshooting of equipment. Maintenance of equipment. Training. Research.
<u>ENQUIRIES</u>	:	Dr K MaartTel No: (021) 938-4141
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/348</u>	:	<u>CLINICAL NURSE PRACTITIONER: GRADE1 TO 2 (PRIMARY HEALTH CARE)</u> Overberg District
<u>SALARY</u>	:	Grade 1: R383 226 (PN-B1) per annum Grade 2: R471 333 (PN-B2) per annum
<u>CENTRE</u>	:	Railton Community Clinic
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African

Nursing Council (SANC) as Professional Nurse and Midwife. Post basic with duration of at least 1-year qualification in Curative Skills in Primary Health Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable nursing experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willing to travel and work extended hours. Competencies (knowledge/skills): Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Interpersonal skills including public relations, negotiating, conflict handling and counseling skills. Knowledge of information management.

DUTIES : Assess, diagnose and clinically manage patients and their families as per the scope of practice and in line with Departmental Clinical protocols and policies. Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care, manage financial and administration duties and manage human resources. Work as part of the multi-disciplinary team to ensure quality promotive, preventive and curative Primary Health Care delivery. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.

ENQUIRIES : Ms GJ Van Der Westhuizen Tel No: (028) 514-8400
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 June 2021

POST 20/349 : **PROFESSIONAL NURSE GRADE1 TO 2 SPECIALTY: ICU (TRANSPLANT COORDINATOR)**

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

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: A Basic R425 qualification (i.e. diploma/degree in nursing) or an 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 Medical and Surgical Nursing Science: Critical Care Nursing: General. Registration with a professional council: Registration with SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. After Hours Standby Callout. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape as well as sound interpersonal skills. Analytical and Critical thinking abilities within a Renal/ICU /ward setting with recipient, organ donor referrals. Application of knowledge, skills and behavior to complete tasks accurately as well as maintaining high standard of care in managing, recipients, deceased donors and families within the legislative framework. Computer literacy (Ms Word, Excel, PowerPoint and internet) and presentation skills.

DUTIES : Co-ordinate and facilitate learning opportunities for all personnel within the area of responsibility. Provide professional, technical and educational support for the procurement of donors to members of the Multidisciplinary team and public.

Manage nursing care programs in the relevant specialty environment. Provide and monitor the implementation of policies and programmes, regulations, practices, procedures and standards pertaining to nursing care. Effective management and utilization of all human, financial and material resources. Promote and participate in research.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on day of interview. 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 : 21 June 2021

POST 20/350 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (STORES)**

SALARY : R376 596 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate three-year qualification National Diploma/Degree. Experience: Appropriate experience in the full spectrum of Stores (and Supply Chain Management). Competencies (knowledge/skills): Computer literacy. Experience in a large warehouse environment in a hospital and or medical environment would be an advantage. Good knowledge of inventory management procedures, warehouse management and electronic materials management system. Good management and supervisory skills. Knowledge and ability to apply the Disciplinary code. Knowledge of SYSPRO would be an advantage. PFMA, Finance instructions, Treasury regulations and institutional SOPs and processes. Written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Assist in developing and training staff in Supply Chain Management. Liaise with Chief users with regards to any queries which may arise. Liaise with end users, service providers and other Governmental departments regarding Supply Chain matters. Manage Inventory and Consumable stock levels and manage the quarterly stock take process. Manage the performance and development of own staff. Perform all warehouse management functions to ensure the availability of inventory and consumables. Perform Disposal Management functions with regards to inventory and expired/redundant Inventory and consumables. Render an effective, efficient and economic service in all aspects of Inventory and Warehouse Management.

ENQUIRIES : Mr MN Martin Tel No: (021) 938-5607
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

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

CLOSING DATE : 21 June 2021

POST 20/351 : **INDUSTRIAL TECHNICIAN SUPERVISOR (CLINICAL ENGINEERING)**
(6 Month Contract)

SALARY : R316 791 per annum, (plus 37% in lieu of service benefits)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: National Diploma in Electrical (T-stream) (or equivalent qualification) or registration with the Engineering Council of South Africa (ECSA) as a professional Engineering Technician. Experience: Appropriate,

adequate, and specialized experience after qualification on optical medical equipment repairs, especially surgical and laboratory microscopes. Appropriate and adequate experience on the following equipment also recommended: light sources, lasers, ENT and various types of 'scopes (gastro-, colono-, cysto-, bronchio-, etc.). Inherent requirement of the job: Valid driver's license and own reliable transport. Competencies (knowledge/skills): Excellent ability to do faultfinding on equipment. Good written and verbal skills in at least two of the three official languages of the Western Cape. Proven experience computer literacy (including MS Word, Excel, Access) Proven knowledge of health technology principles. Traceable experience of compiling technical specifications for medical equipment.

DUTIES : Advanced knowledge of managing, planning and organizing maintenance schedules. Implement new system. Liaison with hospital and private sector staff while reporting to the unit manager in charge of the relevant workshop and the HOD. Manage the workshop in the absence of manager in charge of relevant workshop. Perform all administrative functions as required by the Clinical Engineering Department, managers and health Technology prescripts while ensuring compliance with the Occupational Health and Safety Act of 1993. Train technicians and users on the use of the new system. Transfer old Clinical Engineering software system onto newly procured maintenance Information system.

ENQUIRIES : Mr JD Du Preez Tel No: (021) 938-4634
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 June 2021

POST 20/352 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
 Overberg District

SALARY : R316 791 per annum
CENTRE : Caledon Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3 Year Diploma /Degree Experience: Appropriate experience in Human Resources administration (i.e. Salary Administration, Service Conditions, Personnel Management, PERSAL and Recruitment and Selection). Appropriate experience in Supervision. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Sound practical knowledge and experience of the PERSAL system, knowledge of the Public Service Act and regulations, various OSD's, Human Resource Policies, Resolutions and Agreements. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and PowerPoint).

DUTIES : Adherence to and correct application of all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of HR Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as HRM Advisory Services Compliance Reports. Co-ordinate Labour relations and People Development (HRD) functions.

ENQUIRIES : Ms N Fudu Tel No: (028) 212-1070
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 21 June 2021

<u>POST 20/353</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)</u> Directorate: Supply Chain Management Sourcing
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office, Cape Town)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies in particular: Executing procurement projects from needs analysis through to contract management stage. The procurement processes prescribed by the Construction Industry Development Board. The local built environment industry, incl. cost drivers, supply & demand, innovations, vendor landscape, etc. Inherent requirements of the job: Valid (Code B/EB) drivers license. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services e.g., plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrable stakeholder engagement and influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills.
<u>DUTIES</u>	:	Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department.
<u>ENQUIRIES</u>	:	Mr A Jacobs on email: Adrian.Jacobs2@westerncape.gov.za
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/354</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)</u> Cape Winelands Health District
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Montagu Hospital (include all facilities in Langeberg)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code B/EB) drivers license and willingness to travel. Willingness to be available after hours. Competencies (knowledge/skills): Conversance with the requirements of the Machinery and Occupational Health and Safety Act (Act 85). Willingness to be on standby and work overtime.
<u>DUTIES</u>	:	General maintenance and repair of electrical items and equipment. Manage the control of tools, equipment and stock. Ability to maintain mechanical and electrical installations, as well as all General Maintenance work. Assist with emergency breakdowns after hours. Render assistance to the chief artisan and effective

		supervision and training of subordinates. The ability to perform basic duties and record-keeping.
<u>ENQUIRIES</u>	:	Mr J Muller Tel No: (023) 626-8529
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. A practical test may form part of the selection process. Shortlisted candidates will have to complete a practical test as part of the interview process.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/355</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (CARPENTRY)</u>
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE</u>	:	Groote Schuur Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate in the field. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in an area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job: Valid vehicle drivers license. Competencies (knowledge/skills): Good communication skills in two of the three official languages of the Western Cape. Conversant with the requirement of the Machinery and Occupational Health and Safety Act. Ability to manage a workshop. Project Management Skills.
<u>DUTIES</u>	:	Carry out routine inspection, maintenance and repairs including alteration and installation of building/carpentry/furniture, fittings and in the manufacturing of assistive devices. Assist Artisan Foreman with administration, planning and schedules. Complete and return repair requisitions and assist in ordering and controlling the workshop, materials and tools. Do quality assurance on all maintenance and repair work performed and keep register of all work done. Liaise with all relevant personnel in ensuring Groote Schuur Hospital is within regulations regarding carpentry department. Liaise with service providers and agents to negotiate quotations and maintenance. Supervise and training of staff.
<u>ENQUIRIES</u>	:	Mr E Orgill Tel No: (021) 404-6208
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. Potential Candidates may be subjected to a practical test.
<u>CLOSING DATE</u>	:	21 June 2021
<u>POST 20/356</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT)</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in data capturing and handling. Appropriate knowledge of procurement processes and systems. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of SCOA codes. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Department's Accounting Officer's System and the Delegations. Able to work accurately and diligently. Able to meet deadlines and work under pressure. Able to analyse information and provide recommendations. Able to problem solve. Able to work independently and as part of a team.
<u>DUTIES</u>	:	Liaise and follow up with Institutions. Assist in the compiling and finalisation of the Annual Procurement plan. Assist in the compiling and finalisation of the Quarterly

Demand plans. Conduct product research. Partake in training workshops. Provide guidance to Institutions.

ENQUIRIES : Mr C Kruger Tel No: (021) 483-3689

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

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

CLOSING DATE : 21 June 2021

POST 20/357 : **HOUSEHOLD AID**
West Coast District

SALARY : R102 534 per annum

CENTRE : Sonstraal Hospital, Paarl

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

DUTIES : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilization and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

ENQUIRIES : Ms MM Andrews Tel No: (021) 862-3176

APPLICATIONS : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.

FOR ATTENTION : Mr E Sass

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

CLOSING DATE : 21 June 2021

DEPARTMENT OF HUMAN SETTLEMENTS

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

CLOSING DATE : 21 June 2021

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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 20/358 : **DEPUTY DIRECTOR: POLICY AND RESEARCH REF NO: HS 20/2021**

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

CENTRE : Department of Human Settlements, Western Cape Government

REQUIREMENTS : An appropriate post-graduate (or higher qualification) in fields related to the Built Environment, Social Sciences, Economics, Human Geography or Human Settlements; A minimum of 5 years management level working experience of policy analysis and/or research writing and management in any of the following fields: Social Sciences, Built Environment, Human Geography, Economics or Human Settlements; A valid (Code B or higher) driving license. Recommendation: Master's Degree in relevant field of Built Environment, Social Sciences, Economics or Human Geography; Knowledge and experience in: Research and managing research or policy development projects; Sustainability initiatives and policies within the built environment; Human settlements and/or local government

legislation and policies; must be willing to travel for work as required. Competencies: Proven knowledge in: Relevant public service legislation, policies, guidelines with focuses on human settlements, local government or related; Applying qualitative and quantitative research methods and policy development processes. Excellent skills in: Project management and administration; Research; Presentation and report-writing; Communication; Computer literacy in MS Office, Internet, Intranet and other relevant software packages. Ability to: Operate at a strategic level and manage engagements with stakeholders and partners; Advise and support government departments and municipalities on human settlements policy and research when requested; Work effectively both as part of a team and independently.

DUTIES : Provide information on and interpretation of human settlement policies and relevant legislation; Design and conduct human settlements research projects that meet the research objectives of the Directorate, Chief Directorate, and the Department; Facilitate the development of human settlement policies, policy review processes, and policy guidelines in line with relevant human settlements legislation; Establish and maintain networks, partnerships, reference groups and consultation processes as necessary to support policy and research; Facilitate the dissemination of relevant human settlements policy and research outputs/information to relevant stakeholders; People and Operational Management.

ENQUIRIES : Ms P.N Sictsha at Tel No: (021) 483 3837

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 21 June 2021

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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 20/359 : **PSYCHOLOGIST (CLINICAL): FACILITY POLICY AND PROFESSIONAL SERVICES REF NO: DSD 65/2021**

SALARY : Grade 1-R713 361 – R784 278 per annum (OSD as prescribed)
Grade 2- R832 398 – R923 847 per annum (OSD as prescribed)
Grade 3: R966 039 – R1 137 936 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Qualifications: Master's Degree in Clinical Psychology or equivalent qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a Clinical Psychologist. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 1-year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 8 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 9 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 16 years' relevant experience after registration with the HPCSA as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa; or a minimum of 17 years' relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified

		employees, of whom is not required to perform Community Service, as required in South Africa. Recommendation: Psychology experience; Experience as part of a multidisciplinary team. Competencies: Knowledge of the following: Project Management; Accounting Finance and Audit; Information Technology; Formal Training; Economic and financial analysis; Legal Administration; Strategic Planning. Skills: Communication (written and verbal); Proven computer literacy in MS Office (MS Word, MS Excel and MS Outlook); Team building and strong interpersonal; Numeracy; Literacy; Typing and Language skills.
<u>DUTIES</u>	:	Provision of clinical services; Training and supervision of psychology interns and other trainees; Conduct and participate in academic activities; Provide support for the Head of the Department.
<u>ENQUIRIES</u>	:	Ms M Jonkerman at Tel No: (021) 826 6040
<u>APPLICATIONS</u>	:	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
<u>POST 20/360</u>	:	<u>ADMINISTRATIVE OFFICER: ADMIN (DE NOVO) REF NO: DSD 76/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 2 years relevant experience. Competencies: Knowledge of the following: Relevant legislation governing the facility's administration and financial processes; Proven computer literacy; Excellent written and verbal communication skills; Financial and administration skills; Planning and organising skills; Ability to work well within a team and independently.
<u>DUTIES</u>	:	Provide effective office administration and management support services to the components in the facility; Assist and provide budget support of the facility; Monitor and administer the assets for the facility; Oversee general maintenance; Rendering of a transport service; Support the facility with operational matters.
<u>ENQUIRIES</u>	:	Mr F Hendricks Tel No: (021) 988 1138
<u>APPLICATIONS</u>	:	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
<u>POST 20/361</u>	:	<u>SOCIAL WORKER: SOCIAL WORK SERVICES (DE NOVO) REF NO: DSD 70/2021</u>
<u>SALARY</u>	:	Grade 1: R257 592 – R298 614 per annum (OSD as prescribed) Grade 2: R316 794 – R363 801 per annum (OSD as prescribed) Grade 3: R384 228 – R445 425 per annum (OSD as prescribed) Grade 4: R472 551 – R581 178 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	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; Written and verbal communication skills.

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 result 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 : Mr F Hendricks at Tel No: (021) 988 1138
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 20/362 : **PROFESSIONAL NURSE: PROFESSIONAL SERVICES (SIVUYILE AND CLANWILLIAM SECURE CARE CENTRES) REF NO: DSD 67/2021**

SALARY : Grade 1: R256 905 - R297825 per annum (OSD as prescribed)
 Grade 2: R315 963 - R362 865 per annum (OSD as prescribed)
 Grade 3: R383 226 - R485 475 per annum (OSD as prescribed)

CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; No experience required. **Grade 2:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 10 years appropriate/ recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Basic R425 qualification (Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; Compulsory registration with the SANC as a Professional Nurse; A minimum of 20 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Recommendation: Applicable completion of primary health care services. Competencies: Knowledge of the following: Nursing care processes and procedures; Nursing statutes and any other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act; Written and verbal communication Skills; Proven computer literacy.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality care to residents); Implement standards, practices, criteria and indicators for quality nursing (quality of practice); Practice nursing and health care in accordance with the prescripts and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing MDT members and other stakeholders; Utilise human, material and physical resources efficiently and effectively.

ENQUIRIES : Ms S Smith at Tel No: (021) 940 8962
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>

<u>POST 20/363</u>	:	<u>STAFF NURSE: DE NOVO REF NO: DSD 68/2021</u>
<u>SALARY</u>	:	Grade 1: R171 381 - R192 879 per annum (OSD as prescribed) Grade 2: R204 627 - R230 307 per annum (OSD as prescribed) Grade 3: R242 166 - R297 825 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Grade 1: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse. Grade 2: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Grade 3: Qualification that allows registration with the SANC as Staff Nurse; Registration with the SANC as Enrolled Nurse; A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Enrolled Nurse. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation skills; Responsiveness.
<u>DUTIES</u>	:	Development and implementation of basic patient care plans: Ensure maintenance of patient hygiene; Sustain nutritional status of patients; Facilitate the mobility of patients; Facilitate the elimination processes; Provide basic clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Effective utilisation of resources: Order stock and equipment in a cost-effective manner; Report loss or damage immediately; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr F Hendricks at Tel No: (021) 988 1138 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
<u>POST 20/364</u>	:	<u>NURSING ASSISTANT: SIVUYILE REF NO: DSD 69/2021</u>
<u>SALARY</u>	:	Grade 1: R132 525 - R149 163 per annum (OSD as prescribed) Grade 2: R156 846 - R176 526 per annum (OSD as prescribed) Grade 3: R187 263 - R230 307 per annum (OSD as prescribed)
<u>CENTRE REQUIREMENTS</u>	:	Department of Social Development, Western Cape Government Senior Certificate (Grade 12) or equivalent qualification, plus one-year Nursing Assistant Certificate that allows registration with the South African Nursing Council (SANC); Current registration with the South African Nursing Council (SANC) as a Nursing Assistant. Competencies: Knowledge of the following: Nursing care processes and procedures, nursing statutes; Nursing Act; Health Act; Occupational Health and Safety Act; Patient Rights Charter; Batho-Pele principles; Public Service Regulations; Labour Relations Act; Disciplinary code and procedure; Grievance procedure act; Written and verbal communication skills; Elementary facilitation and writing skills; Ability to function as part of a team and independently; Basic interpersonal skills.
<u>DUTIES</u>	:	Assist patients with the following activities: Daily living (physical care): Maintain hygiene of patient; Provide nutrition; Mobility; Elimination processes; Provide elementary clinical nursing care: Measure, interpret and record vital signs; Operate all relevant apparatus and equipment; Assist professional nurses with clinical procedures (i.e. administering of intramuscular injections); Preparation of patients for diagnostic and surgical procedures; Maintain professional growth/ethical standards and self-development: To maintain the code of conduct as required in the Public Service and by the Professional Body; Seek learning opportunities, i.e. in-service training, courses.
<u>ENQUIRIES</u>	:	Ms S Smith at Tel No: (021) 940 8962

- 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 20/365** : **ADMINISTRATION CLERK: FACILITY MANAGEMENT REF NO: DSD 75/2021 (X2 POSTS AT DE NOVO AND ROAR)**
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification). Competencies: A good understanding of the following: Clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics; Legislative framework governing the Public Service; Working procedures in terms of the working environment; Communication (written and verbal) skills; Proven computer literacy (MS Office, Intranet and Internet); Planning and organising skills.
- DUTIES** : Render general clerical support services; Record, organize, store, capture and retrieve correspondence and data (line function); Update registers and statistics; Provide supply chain clerical support services within the component; Liaise with internal and external stakeholders in relation to procurement of goods and services; Obtain quotations, complete procurement forms for the purchasing of standard office items; Provide human resource administration clerical support services within the component; Maintain a leave register; Keep and maintain personnel records; Provide financial administration support services in the component; Capture and update expenditure in component; Check correctness of subsistence and travel claims of officials and submit to manager for approval.
- ENQUIRIES** : Mr F Hendricks at Tel No: (021) 988 1138
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 20/366** : **LAUNDRY AID SUPERVISOR REF NO: DSD 72/2021 (X2 POSTS AVAILABLE- DE NOVO AND ROAR)**
- SALARY** : R145 281 per annum (Level 04)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10 or equivalent qualification); A minimum of 3 years laundry work or related experience. Competencies: Knowledge of the following: Machinery; Laundry guidelines / protocols; Environmental, health and safety standards; Written and Verbal communication skills; Numeracy and literacy skills; Organising skills; Interpersonal skills.
- DUTIES** : Supervise laundry operations: Supervise loading of linen onto the washing machine in line with laundry guidelines or protocols; Supervise and record dispatched linen from the linen bank to the centre wards; Supervise provision of laundry maintenance services: Check and monitor condition of laundry machine equipment; Supervise and monitor cleaning of laundry equipment in line with environmental / health safety standards; Check compliance of laundry; Supervise human and physical resources: Allocate functions to staff; Supervise and report on staff performance through the compilation of staff job description and performance work plans; Facilitate the undertaking of disciplinary measures in cases of deviations; Order laundry stock, equipment and machines; Report faults of laundry machines to the Administrative Officer.
- ENQUIRIES** : Mr F Hendricks at Tel No: (021) 988 1138
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
(1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or
(2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or
(3) Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the

		closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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, the reference number and area of preference must be clearly indicated on the Z83 application form.
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 20/367</u>	:	<u>GENERAL FOREMAN REF NO: DSD 74/2021 (X3 POSTS AT VARIOUS LOCATIONS-ROAR, LINDELANI AND VREDELUS)</u>
<u>SALARY</u>	:	R145 281 per annum (Level 04)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	A Grade 10 (Junior Certificate or equivalent qualification); A minimum of 2 years relevant experience. Competencies: A good understanding of the following: Repairs; Plumbing; Welding; Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment; Communication skills; Basic literacy skills; Ability to work in garden and handle equipment.
<u>DUTIES</u>	:	Supervise subordinates; Responsible for the general maintenance and repairs of buildings, water pipes and systems, machinery, implements, sewerage systems, furniture, equipment and electrical wiring and installation; Maintenance of gardens and grounds; Cleaning of the grounds and offices; Ensure refuse removal; Exercise control over tools, supplies and other equipment; Assist with all maintenance projects at facility when necessary; Ensure record keeping of all work done.
<u>ENQUIRIES</u>	:	Mr F Hendricks at Tel No: (021) 988 1138
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: (1) Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or (2) Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or (3) Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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, the reference number and area of preference must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
<u>CLOSING DATE</u>	:	28 June 2021
<u>POST 20/368</u>	:	<u>LAUNDRY AID REF NO: DSD 71/2021 (X5 POSTS AVAILABLE IN VARIOUS LOCATIONS- KENSINGTON, ROAR, VREDELUS AND DE NOVO)</u>
<u>SALARY</u>	:	R102 534 per annum (Level 02)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	ABET level 2/Grade 7 or equivalent qualification. Competencies: Knowledge of the following: Laundry guidelines / protocols; Ability to sort and count linen and to sluice the linen; Ability to operate equipment and machinery; Written and Verbal communication skills; Basic numeracy and literacy skills.
<u>DUTIES</u>	:	Clean laundry area and operate various machines in the laundry (i.e. washing, dryer and pressures); Iron, fold count and pack laundered items and seal linen

bags; Collect and deliver linen to clients; Sort, count and record dirty linen; Report any machine defaults to the supervisor; Perform all laundry duties as directed by supervisor.

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NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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, the reference number and area of preference must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful

CLOSING DATE : 28 June 2021

POST 20/369 : **GENERAL WORKER / GROUNDSMAN REF NO: DSD 73/2021 (X5 POSTS AT VARIOUS LOCATIONS- DE NOVO, ROAR, VREDELUS AND OUTENIEKWA)**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (Level 02)
: Department of Social Development, Western Cape Government
: Basic literacy and numeracy (ABET). Competencies: A good understanding of the following: Basic safety precautions in handling hazardous material liquids; Use of cleaning equipment; Maintenance / care of cleaning equipment; Communication skills; Basic literacy skills; Ability to work in garden and handle equipment.

DUTIES : Perform general assistant work; Load and off load furniture, equipment and any other goods to relevant destination; Clean government vehicles; Maintain premises and surroundings; Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture; Clean general kitchens by: Cleaning of basins; Wash and keep stock of kitchen utensils; Cleaning the restrooms by: Refilling hand wash liquid soap; Replace toilet papers, hand towels and refreshers; Keep and maintain cleaning materials and equipment by: Report broken cleaning machines and equipment; Cleaning of machines (microwaves, vacuum cleaners, etc.) and equipment after use; Maintain the garden and grounds; Watering the garden; Prune and trim flowers and trees.

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NOTE : Applicants from relevant local communities will receive preference. The selection process will be guided by the EE targets of the employing department. 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, the reference number and area of preference must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed copies

will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful
28 June 2021

CLOSING DATE

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DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS

:

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

CLOSING DATE

:

21 June 2021

NOTE

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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 370 214. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

POST 20/370

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ENGINEERING TECHNOLOGIST (PRODUCTION LEVEL) - CONSTRUCTION AND SPECIALISED MAINTENANCE AND ROUTINE MAINTENANCE REF NO: TPW 16/2021 R1 (X2 POSTS)

SALARY

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Grade A: R363 894 - R392 283 per annum
Grade B: R414 189 - R446 202 per annum
Grade C: R473 574 - R557 856 per annum
(Salary will be determined based on post registration experience as per OSD prescript).

CENTRE REQUIREMENTS

:

Department of Transport and Public Works, Western Cape Government
Bachelor of Technology (B Tech) in Civil Engineering or equivalent qualification at an accredited institution that allows for registration with ECSA; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist (Applicants that are registered as Candidate Engineering Technologists with ECSA and not yet professionally registered must attach proof that they have submitted their application and payment for professional registration to ECSA before the closing date of this advert); A minimum of 3-years post qualification Engineering technologist experience; A valid driving license (Code B). Recommendation: Working experience of physical road maintenance and construction and associated experience. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Networking; Professional judgement; Problem solving and analysis; Decision making; Leadership skills; Self-management; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; Planning and organising skills; People management skills.

DUTIES

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Planning and execution of maintenance activities by in-house personnel towards the maintenance and construction of the provincial network with the Paarl DRE; Facilitation and coordination and physical protection of the proclaimed provincial network within the Paarl DRE; Support engineers, technicians and associates in field; Promote safety standards in line with statutory and regulatory requirements; Perform administrative and related functions; Provide inputs to the operational plan; Research and development.

ENQUIRIES

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Mr S Bain at Tel No: (021) 863 2020