

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

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 22/274 : **STATE VETERINARIAN: VETERINARY SERVICES (WORCESTER), REF NO. AGR 28/2021**

SALARY : R733 257 per annum (level 11) (All-inclusive salary package)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate Bachelor of Veterinary Science (BVSc/BVMCh or equivalent qualification) recognised by the South African Veterinary Council; Registration as a Veterinarian with the South African Veterinary Council (SAVC); A minimum of 1 year post qualification experience; A valid code B driving licence. Recommendation: Experience in Animal Disease Control Competencies: Knowledge of the following: Management; Human resource and developmental management; Financial management; Relevant legislation and policies; Strategic management; Policy making procedures; The operation of the agricultural sector; Interdependence of industries within the agricultural sector. Skills: Problem solving, Planning; Communication (written and verbal); Proven computer literacy.

DUTIES : Provide Veterinary Services through the implementation of relevant legislation to mitigate the risks associated with animal diseases; Develop, analyse and audit policies, norms, standards and legislation for Veterinary Services; Provision of the following: Primary animal health care to owners of animals with specific emphasis on owners of designated groups (including formal training); Training, development and awareness programs (extension and outreach services) to communities with regards to Veterinary Services; Facilitate and control exports of animals and animal products according to national and international requirements; Prevent the introduction and spread of controlled and non-controlled diseases; Perform administrative and related functions and reporting thereof; Manage personnel effectively by adherence to all HR policies and promotion of personnel and professional development; Ensure effective expenditure and procurement control in terms of the PFMA and policies; Monitor and evaluate the performance of the State Veterinary Office and effect adjustments if required.

ENQUIRIES : Dr M.K. Mabunda at Tel No: (021) 808 5052
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 : 05 July 2021

POST 22/275 : **AGRICULTURAL ECONOMIST: MARKETING AND AGRIBUSINESS (ELSENBURG), REF NO: AGR 26/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An Appropriate Honours degree or equivalent qualification with Economics and/or Agricultural Economics as major subjects; A valid (Code B or higher) driving licence. Recommendation: Food Science courses as part of your tertiary qualification; Experience in agricultural value chain(s); Working knowledge of the following: Agricultural marketing environment; Agro-processing sector.

Competencies: Knowledge of the following: Clear articulation of the challenges faced by the agricultural sector in relation to value addition; Understanding niche markets and value adding for agricultural products; Proven computer literacy; Excellent networking, report writing and presentation skills; Ability to communicate technical information accurately; Written and verbal communication skills.

DUTIES : Perform market research with key emphasis on agricultural products, markets and value chains based on the department strategic/operational plan; Produce agricultural market information reports and other related systems/databases; Communicate with industry role players and represent the Western Cape on various platforms; Respond timely to enquiries relating to agricultural market information; Perform administrative and related functions.

ENQUIRIES APPLICATIONS : Ms M Moobi at Tel No: (021) 808 5208
: 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 : 05 July 2021

POST 22/276 : **HOUSEHOLD AID: GENERAL SUPPORT SERVICES (ELSENBURG), REF NO: AGR 24/2021**

SALARY CENTRE REQUIREMENTS : R 102 534 per annum (level 2)
: Department of Agriculture, Western Cape Government
: Adult Basic Education and Training (ABET Level 2). Competencies: A good understanding of the following: Occupational Health and Safety Act, the Hazard Analysis Critical Control Points (HACCP) and good safety points; Ability to work under pressure; Have an aptitude towards service delivery; Ability to work independently as well as part of a team; Written and verbal communication skills

DUTIES : Prepare, dishing of food for students/clients; Cleaning of hostel kitchen and facilities; Maintain general hygiene and safety in the food service unit, apparatus and equipment, following hygiene and safety directives; Clean all work areas, storage areas, utensils and equipment; Follow and complete elementary control measures.

ENQUIRIES APPLICATIONS : Ms LB Smith at (021) 808 5470
: 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

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. To submit your application

CLOSING DATE : 12 July 2021

POST 22/277 : **FARM AID: FARM SERVICES (TYGERHOEK- RIVIERSONDEREND), REF NO: AGR 27/2021**

SALARY CENTRE REQUIREMENTS : R102 534 per annum (level 2)
: Department of Agriculture, Western Cape Government
: Adult Basic Education and Training (ABET Level 2). Competencies: General farm work and maintenance skills; Good written and verbal communication skills; Ability to work well within a team and independently.

- DUTIES** : Perform the following manual farm activities relating to: Crop production; Animal production; Mixed cropping and livestock research farm; Infrastructure development and maintenance.
- ENQUIRIES** : Mr LC Mabitsela at Tel No: (028) 425 4861/ 063 292 1639
- APPLICATIONS** : (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
- 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. To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:
- CLOSING DATE** : 12 July 2021

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT,
WESTERN CAPE GOVERNMENT**

- CLOSING DATE** : 05 July 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 22/278** : **ASSISTANT DIRECTOR: SELECTION, REF NO: CAS 13/2021**
- SALARY** : R376 596 per annum (Level 9)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years administration experience. Recommendation: Experience in Supply chain management and/or Risk management. Competencies: Knowledge of the following: Procurement of library material; Collection development; Supply chain management; Budget Management; Risk Management; Asset Management; Policy development. Skills: Communication (verbal and written); Supervision; Accounting and Meeting.
- DUTIES** : Management of the Division Selection: Coordinate the annual library material budget of the Directorate; Ensure that the annual Performance indicator is met; Coordinate annual performance evaluation processes for library material; Establish and maintain appropriate reporting systems to meet performance expectations; Put contingency measures in place that he/she needs to follow to ensure compliance. Execution of administrative tasks: Provide input to selection developments in terms of the Selection module on SLIMS (SITA Library Information Management System); Input to the annual review of the Library Service; Develop and ensure that processes and evidence are in place for the reporting on the spending of the book budget; Attend monthly financial focus meetings. People Management: Supervision of subordinates; Manage staff's personnel reports, job descriptions, staff

**ENQUIRIES
APPLICATIONS**

appraisals, leave and other personnel matters; Train and develop staff in the Division; Coordinate and advise on labour and recruitment related issues to staff.
Mr P Hugo Tel No: (021) 483 2441
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 22/279

ASSISTANT DIRECTOR: REGIONAL ORGANISATION (EDEN CENTRAL KAROO (GEORGE)), REF NO: CAS 14/2021

**SALARY
CENTRE
REQUIREMENTS**

R376 596 per annum (Level 9)
Department of Cultural Affairs and Sport, Western Cape Government
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 5 years administration/clerical experience; A valid code B (or higher) driving license. Recommendation: Experience in a Public Library environment; Willingness to drive and travel extensively as required. Competencies: Knowledge of the following: Finance; Human Resource matters; CPALS computer system; Training; Compilation of management reports; Reporting procedures; Research/analysing; Procurement directives and procedures; Retrieval of information from different sources. Skills: Communication (verbal and written); Supervision; Accounting; Planning and organising and Meeting.

DUTIES

Perform the following in control area: Line function management tasks to ensure proper library services; Administrative managerial responsibilities to ensure efficient and effective management and control; Attend all relevant meetings accordingly; Give input for budget; Compile monthly, quarterly and annual reports; Manage service delivery innovations in order to improve library services and library facilities: Advise, plan and monitor the establishment of new library facilities and upgrading of existing facilities and liaise with stakeholders in this regard; Assist in the drawing up of procedure manuals for regional and public librarians; Manage and evaluate regional libraries; Strategic planning and management tasks: Contribute to strategic planning; Prepare operational plans and work plans; Co-ordinate the annual planning of the regions; Human resource management and development of staff.

**ENQUIRIES
APPLICATIONS**

Ms R. Mouton Tel No: (044) 814 1481
Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF COMMUNITY SAFETY
WESTERN CAPE GOVERNMENT**

**CLOSING DATE
NOTE**

05 July 2021
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 22/280

ASSISTANT DIRECTOR: SPECIALISED AUXILIARY SERVICES, REF NO: CS 11/2021

**SALARY
CENTRE
REQUIREMENTS**

R376 596 per annum (Level 9)
Department of Community Safety, Western Cape Government
An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Public Administration or similar; A minimum of 3 years proven experience in a Records Management environment; A valid code B (Or Higher) driving licence.

Recommendation: Completed Records Management Course Competencies: Knowledge of the following: Public Administration; Provincial Archives and Records Services Act; Project Management; Skills: Communication (written and verbal); Problem solving; Excellent planning and organising; People Management; Leading and supervising; Diversity management; Applying expertise and technology; Ability to cope with setbacks and pressure; Proven computer literacy in MS Office packages.

DUTIES : Develop and maintain Departmental physical records systems; Provide a registry service; Develop and maintain Electronic Content Management Systems; People Management; Implementation of systematic disposal programmes to reduce storage cost after written disposal authority was obtained from Western Cape Archives and Record Services; Training of creators of records to allocate file reference numbers; Ensure that sound records management practices are followed and ensure safe-keeping of all departmental records; Manage the electronic data stored on ECM/MyContent or approved departmental system.

ENQUIRIES : Mr W Fisher at Tel No: (021) 483 3414

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

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 05 July 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 22/281 : **ENVIRONMENTAL OFFICER (SPECIALISED PRODUCTION):
ENVIRONMENTAL LAW ENFORCEMENT REGION 3, REF NO. EADP 11/2021**

SALARY : R 402 045 per annum (OSD as prescribed)

CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : An appropriate Honours Degree (or higher qualification) in Natural/Environmental Sciences or related fields; A valid Code EB (or higher) driving licence. Recommendation: Working knowledge of Environmental Law Enforcement; Experience in forensic investigations, administrative and/or criminal enforcement; Completed Environmental Management Inspector training course. Competencies: Knowledge in the following: Environmental legislation, Constitutional law, administrative law, criminal law, EMI (Environmental Management Inspectorate) Operating Manual; Interpretation and application of legislation; Principles of environmental management; Policies and procedures of the Directorate/Department; EMI and Public Service Code of Conduct. Skills: Communication (written and verbal); Interpersonal; Analytical thinking; Conflict management; Computer literacy and Client orientation and customer focus.

DUTIES : Investigate complaints and conduct enforcement operations; Draft administrative enforcement documents and investigation finalisation reports for non-compliance with environmental legislation; Assist and partake in joint compliance and enforcement operations with external law enforcement agencies and other organs of state; Provide accurate reporting information and partake in awareness raising and capacity building; Conduct/ partake in environmental awareness programmes.

ENQUIRIES : Mr A Bassier at (021) 483 3506

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

DEPARTMENT OF HEALTH: WESTERN CAPE, PROVINCIAL GOVERNMENT
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 22/282 : **CHIEF EXECUTIVE OFFICER (2 POSTS)**
Chief Directorate: Metro Health Services

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

CENTRE : Lentegeur Hospital (1 post), Valkenberg Hospital (1 post)

REQUIREMENTS : Minimum educational qualification: An appropriate tertiary qualification (NQF Level 7) in a Health/Social Science or related field as recognized by SAQA or 4-year degree in an appropriate management field with at least 6 years' experience at a middle/senior managerial level. Pre-entry Certificate for the Senior Management Services (Candidates not in possession of this entry requirement can still apply but are requested to register for the course and complete as such as no appointment can be made in the absence thereof. The course is available at the National School of Governance (NSG) under the name Certificate for entry into the SMS and the full details can be sourced by following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All costs associated hereof will be the responsibility of the applicant). Experience: Appropriate experience and proven track record in all major aspects of management within the health care environment. Inherent requirement of the job: Valid driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Strong corporate management skills within a health care environment. Policy implementation and guidelines development. Strong business orientation with the proven skills and ability in the financial management of health services. Open-minded and ability to accommodate diverse views. Innovative, creative and lateral thinker. Ability to respond fast, decisively and appropriately to rapidly changing situations. Adaptive leadership capability.

DUTIES : (key result areas/outputs): Exercise leadership and overall governance of Specialist Psychiatric Hospital with departmental strategic priorities and frameworks. Overall responsibility for Clinical Governance of the Specialist Psychiatric Hospital ensuring effective and efficient management of all aspects of patient care, ensuring the highest standard of care possible within the available resource framework. Overall responsibility for corporate governance, including all aspects of people management and development, Financial Management, Information Management and management of Support Services. Incumbent will be required to manage the health facility efficiently and effectively in terms of the management framework of the public service in accordance with the strategic direction of the National/Provincial Health department. Represent the institution appropriately in relevant internal and external governance interactions. Provide leadership support to the specific Hospital and deliver quality, efficient, equitable and effective health system management within prevailing legal and statutory frameworks to the Hospital. Implement Health Policies and Protocols. Ensure effective and efficient liaison and co-operation with all Service Providers in the hospitals geographic wedge of responsibility as well as the Health Facility Board and representatives of the community, Mental health Review board and District Health Council.

ENQUIRIES : Dr G Perez, Tel No: (021) 815-8668

APPLICATION : 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 : 5 July 2021

POST 22/283 : **DEPUTY DIRECTOR: COMPREHENSIVE HEALTH**
West Coast District

SALARY : R869 007 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE : West Coast District Office

REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Services or Health Service Management as well as experience in coordinating/managing Health Priority Service Conditions. Inherent requirements of the job: Valid (Code B/EB/C1) driver’s license and willingness to travel. Competencies (knowledge/skills): Knowledge of the District Health System and strategic plan of the Department of Health (Healthcare 2030). Optimal and efficient Project Management and Financial Management skills. Good knowledge of Health-related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Good interpersonal, leadership and conflict management skills. Computer literacy (Ms. Word, PowerPoint and Excel) and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Overall management and coordination of an Integrated Comprehensive Health Service in the West Coast District. Facilitate, support and coordinate Home Community Based Services, PHC Clinics and District Hospitals, including monitoring and evaluation of specific targets, indicators and health outcomes in the West Coast District. Facilitate, support, coordinate and evaluation of HIV, AIDS, STI and TB health services in the District. Management of finances and human resources within the Comprehensive Health Component. Liaise and collaborate with relevant role players/NPO’s /stakeholders to ensure an integrated health service within the district.

ENQUIRIES : Ms C Bester, Tel No: (022) 487-9211

APPLICATION : 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. Applicants will be subjected to competency assessment.

CLOSING DATE : 5 July 2021

POST 22/284 : **OPERATIONAL MANAGER NURSING (SPECIALITY: ORTHOPAEDICS)**
Groote Schuur Hospital

SALARY : R562 800 per annum (PN-B3)

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in Medical and Surgical Nursing Science: Orthopaedics Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic qualification as mentioned above. Inherent 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. Leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols.

<u>DUTIES</u>	:	Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook).
	:	(key result areas/outputs): Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.
<u>ENQUIRIES APPLICATION</u>	:	Mr A Mohamed, Tel No: (021) 404-2071
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post.
	:	5 July 2021
<u>POST 22/285</u>	:	<u>OPERATIONAL MANAGER NURSING (SPECIALTY: NEONATAL AND HIGH CARE UNIT)</u>
		Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R562 800 per annum
	:	New Somerset Hospital
	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 9 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognisable experience in one of the specific specialities after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work shifts, weekends and public holidays when required. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.
<u>DUTIES</u>	:	(key result areas/outputs): Plan, manage, co-ordinate and maintain an optimal, specialised Nursing Service as an Operational Manager in a neonatal setting. Effective management and utilisation of Human and Financial Resources to ensure optimal operational function in the unit. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.
<u>ENQUIRIES APPLICATION</u>	:	Ms S Basardien, Tel No: (021) 402-6430
	:	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 may be required to do a practical test.
<u>CLOSING DATE</u>	:	5 July 2021

POST 22/286 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (INFECTION PREVENTION AND CONTROL)**
Groote Schuur Hospital

SALARY : R444 276 per annum (PN-A5)
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to promote quality patient care through research, policy review and formulation of standard setting, implementation and monitoring of standards. Leadership, change and general management, teaching and training skills. Ability to work independently, under pressure, co-operatively with colleagues and stakeholders at all levels. Computer skills with working knowledge of MS Office.

DUTIES : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Groote Schuur Hospital. Initiate, co-ordinate and implement an in-service training programme, awareness drives and outreach initiatives for infection control principles for the institution and/or designated area. Initiate develop and research best care practices within the quality assurance department. Deliver a comprehensive IPC support service to the institution. Maintain a systematic policy formulation and review mechanism for the institute. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms N Diedericks, Tel No: (021) 404-6367
APPLICATION : 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 : 5 July 2021

POST 22/287 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL) (HIV/AIDS)**
Chief Directorate: Metro Health Services

SALARY : R444 276 per annum (PN-A5)
CENTRE : Retreat 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 Professional Nurse. Registration with a Professional Council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and public service legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Experience in working in an ARV/HIV setting. Experience in NIMART and HAST services.

DUTIES : (key result areas/outputs): Provide a comprehensive HIV/ARV/TB/MMC and Primary health care package. Manage, Plan and organize and implement HIV/ART/TB services and administrative duties. Involve in community outreach projects to achieve targets and health education of clients. Financial planning and indirect control of expenditure. People Management Professional development, i.e. assessing in-service training needs, planning, implementing of training programmes. Effective operational management at clinic level and support to other departments.

ENQUIRIES : Ms S Meyer Tel No: (021) 713-9741

APPLICATION : 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 : 5 July 2021

POST 22/288 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum

CENTRE : Du Noon CHC

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Ultrasound Radiography. Registration with a Professional Council: Registration with the HPCSA as a Radiographer in Ultrasound. Experience: **Grade 1:** None after registration with the HPCSA in Ultrasound Radiography. **Grade 2:** Minimum of 10 years relevant experience after registration with HPCSA in Radiography (Ultrasound). **Grade 3:** Minimum of 20 years relevant experience after registration with HPCSA in Radiography (Ultrasound). Inherent requirements of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge of Obstetric, gynaecology, abdominal ultrasound, general and other ultrasound examinations as required. Ability to work independently and as part of a multi-disciplinary team. Communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Experience and Diploma in Diagnostic Radiography will be an advantage.

DUTIES : (key result areas/outputs): Render an efficient and effective sonography service to patients. Assist with effective and efficient administration of the Department. Written reports of ultrasound investigations performed. Ensure the rational use of resources and equipment. Assist with training and quality assurance in the sonography department. Additional duties as required for service delivery. To service geographical areas in the sub district.

ENQUIRIES : Ms M Gelderbloom, Tel No.: (021) 200-4500

APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the 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 whom 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 : 5 July 2021

POST 22/289 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION**
Red Cross War Memorial Children’s Hospital

SALARY : R376 596 per annum

CENTRE : Red Cross War Memorial Children’s Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in all aspects of human resource management. Appropriate supervisory experience. Appropriate PERSAL experience. Competencies (knowledge/skills): Sound and relevant knowledge of Governmental and Departmental policies and legislation. Sound and relevant knowledge of all Human Resource practices and policies. Sound and relevant knowledge of APL and Establishment control. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Managerial, leadership and basic financial management skills. Knowledge of Staff Performance Management System. Presentation skills. Ability to work

- independently. Ability to deal with conflict. Computer skills (MS Office, Excel and Power Point).
- DUTIES** : (key result areas/outputs): Facilitate, co-ordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management and Human Resource Administration at Red Cross Hospital. Ensure Personnel budget is spent according to BMI (Business Management Instrument). Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR Audit reports, and ensure that sample testing is performed and reported on that is in line with the HR Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP). Manage and co-ordinate the implementation of the Occupational Specific Dispensations within the hospital. Administer and ensure that all audit investigations, follow-up and feedback of audit queries are done timeously. Effective and efficient management Human Resource Relations. Compliance Monitoring Instrument (HR CMI) HR Audit Action Plan (HR AAP).
- ENQUIRIES** : Ms N Mali, Tel No: (021) 658-5390
- APPLICATION** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 5 July 2021
- POST 22/290** : **ADMINISTRATIVE MANAGER: CORPORATE SERVICES (ADMINISTRATION MANAGER)**
West Coast District
- SALARY** : R376 596 per annum
- CENTRE** : Citrusdal Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience and knowledge of the management of support services with reference to people management, finance and supply chain management and facility management and supervision. Inherent requirement of the job: Valid (Code B/EB/C1) drivers licence. Willingness to work extra hours and be on standby. Competencies (knowledge/skills): Advanced computer literacy (MS Word, Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.
- DUTIES** : (key result areas/outputs): Efficient and effective strategic planning of the corporate services in the Cederberg Sub-District (Citrusdal Hospital, Clanwilliam Hospital with support to PHC Services). Management of personnel administration, human resource development & training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Finance and supply chain management. Management of hospital fees, admissions and medical records. Effectively manages all facility-based support services and oversees maintenance requirements. Support to Medical Manager and management team.
- ENQUIRIES** : Dr PS Van Zyl, Tel No: (022) 921-2153
- APPLICATION** : 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** : 5 July 2021
- POST 22/291** : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (BID OFFICE)**
Groote Schuur Hospital
- SALARY** : R316 791 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma / Degree in Supply Chain Management or Public Administration/management NQF level

6/7. Experience: Appropriate experience in acquisition and formal bidding administration. Inherent requirement of the job: Valid driver's licence (at least code B). Competencies (knowledge/skills): Ability to work under pressure. Computer literacy, with superior knowledge of materials Management computer system Syspro as well as MS Excel, word, power point and pivots. Superior knowledge and understanding of relevant acquisition management legislation and regulations.

DUTIES : (key result areas/outputs): Effectively and efficiently provide leadership and manage the Bid Administration Section in the SCM Department to achieve its goals, objectives and targets by providing interpretation, application and ensure compliance of procurement management policies, regulations, prescripts and instructions. Procure equipment, goods & services, maintenance agreements via the formal tender process, contract process, buyout process and mini contract process. Provide guidance, input and information in demand planning and handle all audit queries. Compilation of bid/tender documents for all formal tenders, set up bid committees and make submissions to the adjudication / quotation committees. Manage the monthly reporting process to the Assistant Director, Deputy Director and head office as well as reporting on the formal bidding process and give input in the interim and annual financial statements. Manage the performance, training and development of staff in the bid administration section.

ENQUIRIES : Ms A Bezuidenhout, Tel No: (021) 404-3249
APPLICATION : 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 : 5 July 2021

POST 22/292 : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Overberg District

SALARY : R316 791 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in health Information Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel and overnight. Willingness to perform overtime duties when required. Competencies (knowledge/skills): Intermediate to advanced computer literacy especially in MS Office with good numerical and analytical skills to support report writing, interpretation, analysis of data management projects/interventions. Advanced knowledge and experience in the National and Provincial Information Systems and Databases utilised by the WCG: Health e.g. SINJANI, Clinicom PHCIS, Ideal Health Facility, Business Intelligence, TIER.net and office 365 environment. Knowledge and experience in planning and policy development process.

DUTIES : (key result areas/outputs): Ensure good quality data, compliance and adherence to legislative target dates. Regular stakeholder engagement, support and feedback (written and verbal). Compiling and presentation of monthly Reports and helping with information management during campaigns. Adhere to national/provincial data policies and maintain good quality data at all times within the District/Sub-district. Support with monthly district/sub-district Monitoring and Evaluation events. Conduct audits within the Sub-district when assigned or needed. Project management with regards to Data, IT matters and Systems optimisation where you apply your technical knowledge. Perform Supervisory function within the Health Information Management team within the Sub-district and ensure that staff are skilled to perform their duties. Interrogate Data and generate reports e.g. via SINJANI, Business Intelligence and other related health systems.

ENQUIRIES : Mr L Benjamin, Tel No: (028) 214-5800
APPLICATION : 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 : 5 July 2021

<u>POST 22/293</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPORT (RECEPTION) (2 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE</u>	:	R257 508 per annum Bishop Lavis Community Health Centre (1 Post) Symphony Community Day Care Centre (1 Post)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative and supervisory experience in reception with appropriate knowledge of Clinicom/ PHCIS. Inherent requirements of the job: After hour availability for managerial decision-making and shift working staff administrative duties. Valid code B/EB driver's licence. Competencies (knowledge/skills): Strong leadership abilities to ensure correctness of work. Good communication skills in at least two of the three official languages of the Western Cape. Computer literacy. PHCIS, appointment system and duplication management. Data/statistical management Knowledge of revenue generation audit compliance, handling of revenue, receipt value books and safe regulations.
<u>DUTIES</u>	:	(key result areas/outputs): Coordinate registry services and folder management at facilities within the cluster Supervise, manage and develop reception Administration Clerks including Welcome Helpdesk Clerk with regards to recordkeeping, complaints management, switchboard operation and folder hygiene and operating the patient registration system. Responsible for MVA claims, J88, Manage the client relations in the reception areas Assist the Facility and Line Managers with regards to the administrative management of the reception, records management, archiving and disposal of records, revenue generation. Assist with infrastructure, IT equipment and assets and submit daily statistics. Labour Relations Management i.e. apply informal disciplinary actions, disciplinary hearings investigate charges and handle grievances in reception/welcome desk.
<u>ENQUIRIES APPLICATION</u>	:	Mr A Patientia, Tel No: (021) 815-8894 Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	:	No payment of any kind is required when applying for this post. 5 July 2021
<u>POST 22/294</u>	:	<u>ARTISAN PRODUCTION GRADE A TO C (PAINTER)</u> Groote Schuur Hospital
<u>SALARY</u>	:	Grade A: R190 653 per annum Grade B: R224 574 per annum Grade C: R262 176 per annum
<u>CENTRE REQUIREMENTS</u>	:	Groote Schuur Hospital Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognizable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirement of the job Valid vehicle drivers licence. 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. It would be required of the officer to learn and comply with in-house systems and procedures. Ability to plan-ahead (pro-active).
<u>DUTIES</u>	:	(key result areas/outputs): Responsible for the preservation of exterior and interior painting works of the building and premises. Responsible for the control over equipment, stock and other tools used within the workshop. Render assistance to Artisan Foreman with regard to all functions (including admin work) of the division. Give feedback to supervisor on technical and painting maintenance issues. Assist in supervising, training and development of staff. Perform standby duties when necessary.
<u>ENQUIRIES APPLICATION</u>	:	Mr AK Mgcodo, Tel No: (021) 404-6251 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.

CLOSING DATE : 5 July 2021

POST 22/295 : **SENIOR SECURITY OFFICER (2 POSTS)**
Groote Schuur Hospital

SALARY : R173 703 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC) /Grade 12 (Std 10). Registration with a professional council: Candidates must be registered as a Security Officer Grade B or higher with the Security Board in terms of the Security Industry Regulatory Authority Act (PSIRA). Experience: Appropriate experience in a health institution. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Willing to rotate when required. Must have a valid drivers licence. Must be registered with PSIRA. Must be willing to be deployed in different sections of security department. Competencies (knowledge/skills): Good (written and verbal) communication skills in at least two of the three official languages of the Western Cape. Knowledge of security related prescripts, regulations and procedures. Basic knowledge of the Occupational Health & Safety Act. Good interpersonal and communication skills. Ability to work in a team as well as independently. Be responsible and diligent. Ability to work under pressure.

DUTIES : (key result areas/outputs): Contract Management of private security. Monitor the patrol of buildings, parking areas and perimeter fencing. Monitor and Control of keys and all security documents. Investigate crimes and incidents, writing reports and statements. Practice disciplinary processes to the subordinates. Supervise inhouse and outsource security officers. Monitor the CCTV control room's effectiveness. Monitor and perform access and egress control when required. Conduct crowd control during minor/major incidents.

ENQUIRIES : Mr S Ndzuzo, Tel No: (021) 404-3111
APPLICATION : 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 : 5 July 2021

POST 22/296 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
Garden Route District

SALARY : R173 703 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : 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 of the post. Experience: Appropriate experience in Financial Management, Supply Chain and LOGIS. Inherent requirements of the job: Knowledge of LOGIS system or related systems. Willingness to travel and work overtime when required. Ability to work accurately with figures. Competencies (knowledge/skills): Knowledge and practical experience of the LOGIS System or related systems. Computer literacy (MS, Excel and Word). Sound knowledge of PFMA, National and Provincial Treasury Instructions and AOS. Good verbal and oral communication. Ability to work under pressure and in a team environment.

DUTIES : (key result areas/outputs): Effective Management of the Transit Area. Capturing of receipts/vouchers. Effective stock control and daily reporting. Maintain O-9 files and follow-up with Suppliers on outstanding store stock and buy-outs. Prepare batches for payment to the finance section. Relief duties and support to supervisor.

ENQUIRIES : Mr DJ Carelse, Tel No: (044) 203-7245
APPLICATION : 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 : 5 July 2021

POST 22/297 : **ADMINISTRATION CLERK: FINANCE**
Overberg District

SALARY : R173 703 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Competencies (knowledge/skills): Computer Literacy (Ms Word and Excel). Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations, communication and organizational skills. Knowledge of the Public Financial Management Act (PFMA), National and Provincial Treasury Regulations.

DUTIES : (key result areas/outputs): Clearing Asset and Liabilities and Debt Account accounts transactions. Drawing and capturing of Journals. Capturing and processing of payments on receipt of invoice. Compliance to the PFMA, NTR's and Departmental Finance Instructions and circulars. Administer and control Petty Cash payments. Batching , filing and safekeeping of supporting documentation. All administration support, within Finance Component.

ENQUIRIES : Ms P Lamohr, Tel No.: (028) 214-5800
APPLICATION : 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 : 5 July 2021

POST 22/298 : **FOOD SERVICES SUPERVISOR**
Chief Directorate: Metro Health Services

SALARY : R145 281 per annum
CENTRE : Knysna Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9. Experience: Experience in Food Services Management at a hospital. Inherent requirement of the job: Willing to work shifts (including weekends and public holidays) according to operational requirements. Competencies (knowledge/skills): Computer literacy (Word, Excel). The ability to maintain discipline. Good communication and interpersonal skills. Knowledge of pest and infection control. Knowledge of the Occupational Health and Safety Act.

DUTIES : (key result areas/outputs): Responsible for food services management systems (LOGIS). Effective utilisation and supervision of the food services team. Training of the food services team in all aspects relating to daily tasks. Control of the budget, equipment and supplies. Control and maintain adequate levels of hygiene, safety and security in the kitchen.

ENQUIRIES : Ms R Quine, Tel No: (044) 302-8400
APPLICATION : To the District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 5 July 2021

POST 22/299 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R102 534 per annum
CENTRE : District Six Community Day Clinic
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy skills. Inherent requirements of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent

communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

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

ENQUIRIES : Mr R Christoffels, Tel No: (021) 833-4500

APPLICATION : To the Director: Metro Health Services, Southern/Western Sub-structure, 60 White Road, Retreat, 7965 or PO Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux

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

CLOSING DATE : 5 July 2021

POST 22/300 : **MESSENGER (ADMINISTRATION REGISTRY)**
Groote Schuur Hospital

SALARY : R102 534 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in document transport and handling of mail. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Must be willing to assist in other departments. Must be willing to undergo development courses. Competencies (knowledge/skills): Good communication skills both written and spoken in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Collect, distribute documents and mail to the different departments in the hospital and related outside buildings. Deliver and collect mail and postbag to and from the post office. Hand deliver of courier and recorded mail/documents. Assist the registry with daily functions if and when required.

ENQUIRIES : Mr K Stevens, tel. no. (021) 404-3238

APPLICATION : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

For Attention : Mr MS Benjamin

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

CLOSING DATE : 05 July 2021

POST 22/301 : **DRIVER (LIGHT DUTY VEHICLE)**
Chief Directroate: Metro Health Services

SALARY : R102 534 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum requirement: Basic reading and writing skills. Experience: Appropriate driving experience. Appropriate experience in transportation and delivery of goods. Inherent requirements of the job: Valid Public Drivers Permit (PDP). Code (B/EB/C1) driver's license. Good physical health. Work overtime as per needs requirement and perform standby duties after hours, including weekends and public holidays. Competencies (knowledge/skills): Knowledge of (NDT) Transport Circular GMT U2 13B of 2019/2020 dated 26/9/2019. Good knowledge of road networks in the Peninsula. Ability to accept accountability and responsibility and to work independently and unsupervised. Good interpersonal and safe driving skills. Communication in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Transport goods, services and personnel from one point to another. Deliver and collect all daily post to the relevant institution on a daily basis. Ensure accurate completion of logbooks. Conduct routine maintenance, inspecting on vehicles and timely reporting of defects. Adhere to departmental codes and procedures. Ensure that all vehicles are kept clean and tidy.

ENQUIRIES : Mr R Cupido, Tel No: (021)-571-8040

APPLICATION : The Manager: Medical Services Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr R Cupido

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 5 July 2021

**DEPARTMENT OF LOCAL GOVERNMENT
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 05 July 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 22/302 : **ASSISTANT DIRECTOR: DISTRICT AND LOCAL PERFORMANCE MONITORING, REF NO: LG 13/2021**

SALARY : R376 596 per annum (Level 9)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience. Recommendation: Experience in research and information management. Competencies: Knowledge in the following: Constitutional legislative and inter-governmental dispensation in South Africa; DCoG prescribed reporting procedures and national and provincial treasury directives; Financial and administrative systems and procedures of municipalities; Programmes and project planning and management; Council and political dynamics; Local government legislation; Computer Literacy; Conflict management skills; Information systems and data base interrogation skills; Communication (written and verbal) skills.

DUTIES : Coordinate municipal information in the province: Performance Monitoring and Evaluation framework; Updated reporting templates based on new data requests; Monitor and evaluate municipal performance: Drafting of a consolidated annual municipal performance report; Consolidate and submit performance report; Collate, consolidate and update free basic services information; Collate, consolidate and update indigent households data; Monitor and report on the submission of municipal annual reports and oversight reports: Updating and submission status report of the municipal annual and oversight reports.

ENQUIRIES : Mr N Rylands at Tel No: (021) 483 0646
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 22/303 : **ASSISTANT DIRECTOR: MUNICIPAL COMMUNICATIONS, REF NO: LG 14/2021**

SALARY : R376 596 per annum (Level 9)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years relevant experience; A valid code B (or higher) driving licence. Recommendation: A formal recognised qualification in Communication Media, Public relations, Marketing or Advertising; Experience in the following: Development and implementation of communication strategies; Campaign development and Management; Drafting of communication products; Events management; Willing to travel extensively. Competencies: Knowledge of the following: Media and stakeholder relations management; Film, photography and design software; Municipal integrated development planning and community based participation processes; Understanding of Complaints Management Systems;

- Strategic management processes including strategic planning and performance management within government-including inter-sphere and cross sector planning; Research and analytical skills; Project Management and organisational skills; Interpersonal, presentation and facilitation skills; Innovative problem solving skills; Computer Literacy skills; Communication (written and verbal) skills; Ability to work strategically and independently when under pressure with tight timeframes.
- DUTIES** : Assess the quality of communication strategies and plans in municipalities; Support the municipalities in the development and implementation of effective municipal communication strategies to enhance participatory democracy; Develop and manage communication products and platforms; Facilitate the development and distribution of guidelines for municipal communication strategies and policies; Monitor and report on compliance to communication prescripts in municipalities; Effective stakeholder management; Facilitate and coordinate access to municipal communication training and capacity building for municipalities; Coordinate national and provincial support initiatives related to municipal communication.
- ENQUIRIES** : Ms R Kellies at Tel No: (021) 483 4443
- 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 22/304** : **SENIOR ADMINISTRATIVE OFFICER: EXTERNAL HUMAN RIGHTS AND SPECIAL PROJECTS (PUBLIC PARTICIPATION), REF NO: LG 15/2021**
- SALARY** : R316 791 per annum (level 8)
- 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 1 year administrative/specialised field of Human Rights concerns (gender, disability, children, youth, HIV/AIDS and older persons); A valid (Code B or higher) driving licence. Recommendation: Programme/Project Management experience; Must be willing to travel and work irregular hours. Competencies: Knowledge of the following: Legislation and policy frameworks applicable to local government; National Strategic Plan on Gender Based Violence and Femicide; Financial and human resource management; Ability to develop and update databases and manage a filing system; Minute taking and report writing; Computer literacy in (MS Office, Word, Excel, PowerPoint and email); Good planning and interpersonal skills; Written and verbal communication skills.
- DUTIES** : Mainstreaming of human rights concerns into the core functions of the department (creating and enabling environment for implementation); Implementation of special projects on human rights concerns (such as gender, disability, children, youth, HIV/AIDS and the aged-external focus); Guidance and assistance to municipalities with the institutionalisation of human rights concerns at municipalities; Administrative support in the component.
- ENQUIRIES** : Ms W Bingham at Tel No: (021) 483 2565
- 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 22/305** : **ADMINISTRATION CLERK: PUBLIC PARTICIPATION, REF NO: LG 16/2021**
- SALARY** : R173 703 per annum (level 5)
- CENTRE** : Department of Local Government, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Legislation policy frameworks applicable to local government; Functioning of local government and the directorate; Proven computer literacy; Written and verbal communication skills; Analytical skills; Time management skills; Administrative skills; Interpersonal skills; Ability to work in a team and independently; Ability to work under pressure; Good planning and organising skills.
- DUTIES** : Assist with processing of payments within the directorate; Maintain the directorates filing system, including safekeeping of reports, databases and strategic planning documents; Arrange all meetings, travel arrangements and documentation in support of the directorate; Facilitate correspondence, including telephonic and

written queries and complaints and ensure timeous responses; Compile agendas, minutes, reports, questionnaires, work flow charts, presentation and submissions; Assist with staff related issues in compliance with human resource management prescripts within the directorate; Assist the directorate in gathering, assessment and management of public participation and municipal communication information; Assist in hands-on public participation and municipal support communication information; Assist in hands-on public participation and municipal support communication support actions in municipal areas; Assist in the actions to support the monitoring of public participation and municipal communication in municipalities, in co-operation with national, provincial and local government and relevant stakeholders.

**ENQUIRIES
APPLICATIONS**

: Ms J Stephens at Tel No: (021) 483 0603
 : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF SOCIAL DEVELOPMENT
WESTERN CAPE GOVERNMENT**

**CLOSING DATE
NOTE**

: 5 July 2021
 : 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 22/306

: **PROFESSIONAL NURSE (SPECIALTY NURSING): FACILITY POLICY
PLANNING AND PROFESSIONAL SERVICES (HUB), REF NO: DSD 66/2021**

SALARY

: Grade 1: R383,226 - R444,276 per annum
 : Grade 2: R471,333 - R579,696 per annum (OSD as prescribed).

**CENTRE
REQUIREMENTS**

: Department of Social Development, Western Cape Government
 : Grade 1: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry; A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
 Grade 2: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse; A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Psychiatry; A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing; At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in the relevant specialty. Recommendation: Experience in Psychiatry.
 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>

POST 22/307 : **PERSONAL ASSISTANT: ECD AND PARTIAL CARE, REF NO: DSD 77/2021**

SALARY : R257 508 per annum (level 7)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) plus an accredited Secretarial/Office Administration Diploma/ Certificate; A minimum of 3 years relevant experience in office administration and rendering support services to management. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Administration and Financial Management; Procurement Processes; Understanding of functioning, systems and processes of government; Proven computer literacy in MS Office; Communication (written and verbal) skills; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

DUTIES : Provide a secretarial/ receptionist support service to the Executive Manager; Render administrative support services which includes procurement and minute taking; Provide support to the manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Ensuring effective flow of information/ documents through the office; Safekeeping and filing of documents; Compile reports and scrutinise routine submissions, reports and draft documents and presentation preparation as required.

ENQUIRIES : Ms T Hamdulay at Tel No: (021) 483 4829
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 5 July 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 22/308 : **DEPUTY DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES, REF NO: TPW 47/2021**

SALARY : R733 257 per annum (level 11). (All-inclusive salary package)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 6 years' experience in the policy and research/ built environment; 3 years management level experience; A valid code B (or higher) driving licence. Recommendation: A Post graduate qualification in Planning or Policy Development related field; Experience in future research, complexity science and systems thinking. Competencies: Extensive working knowledge of the following: National, Provincial, Local and Departmental policies, prescripts and practices regarding

multi-sector infrastructure, research and planning methodology; Public Policy Analysis and public policy development process; Global, regional and local political, economic and social affairs impacting on infrastructure planning; Programme and Project Management; Strategic, Financial and Human Resource; Ability to work under pressure and meet tight deadlines; Complex report writing skills; Planning, mediation, negotiation and punctuality; Communication (written and verbal) and facilitation skills; Proven computer literacy; Planning and organising skills.

DUTIES

: To research and analyse the Public and Private Sector Policy Environment and alignment to Infrastructure Programmes; To review and develop Infrastructure Policy Directives within the mandate of the Department; Develop Infrastructure Reports and manage the development of integrated infrastructure Plans derived from the Western Cape Infrastructure Framework; Plan and coordinate research on strategic infrastructure policy issues; Support strategic planning structures with appropriate policy formulation and implementation; Provide strategic support to the policy agenda of key strategic public and private partners; Strategic and operational management of the sub-directorate, Human Resource and Financial Management.

ENQUIRIES

APPLICATIONS

: Mr N Rahbeeni at (All-inclusive salary package) Tel No: (021) 483 5557
: 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 22/309AS

: **ADMINISTRATION CLERK: FLEET RENTAL SERVICES (GMT), REF NO: TPW 19/2020 R1**

SALARY

CENTRE

REQUIREMENTS

: R173 703 per annum (Level 5)
: Department of Transport and Public Works, Western Cape Government
: Grade 12 (Senior Certificate or equivalent qualification); A valid code B (manual) driving licence. Recommendation: Relevant working experience in an administrative environment. Competencies: A good understanding of the following: National, provincial and departmental policies, prescripts and practices governing the work; Appropriate computerized systems (Fleetman); Departmental structures and procedures; Basic knowledge of technical aspects of vehicles; Communication (written and verbal) skills; Organisational skills; Ability to work in a team and independently; Ability to work under pressure; Good leadership skills.

DUTIES

: Administration of the hiring/booking of government vehicles; Inspection of vehicles prior to hiring out and on return; Coordinate vehicle preparation and maintenance; License distribution of GMT Rental vehicles; Administration within section; Coordinating accident and losses reports for GMT Rental vehicles.

ENQUIRIES

APPLICATIONS

: Mr R Fourie at Tel No: (083) 636 7130
: 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>