

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 32/125** : **ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT REF NO: DEDAT 15/2021**
- SALARY CENTRE** : R173 703 per annum (Level 05)
Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification. Recommendation: Relevant working experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of the following: Human Resources policies, Human Resource systems and directives; General support; Registry tasks; Application of relevant legislation; Personal and Salary System (PERSAL); Communication (Written and verbal) skills; Proven computer literacy (MS Office); Record keeping; Analytical thinking; Basic numeracy.
- DUTIES** : Provide general administrative support to the corporate relations unit; Rendering office administrative support service; Sort and register incoming and outgoing correspondence; Maintaining a filing system; Follow up on outstanding documents; Dispose of archival material in terms of archive instructions; Print and prepare documents; Provide logistical support; Arrange travel invitations, book training for employees on the PHRD System, venue bookings and catering; Arrange meetings, draft agenda and take internal minutes; Perform general typing; Compile spreadsheets; Manage, collect and capture electronic data; Assist with all human resource related queries from employees within the department.
- ENQUIRIES** : Ms M Jacobs at Tel No: 083 382 2626

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 32/126** : **MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**
Directorate: Assurance
- SALARY** : Grade 1: R1 106 040 per annum
Grade 2: R1 264 623 per annum
Grade 3: R1 467 651 per annum (A portion of the package can be structured according to the individual's personal needs)

- CENTRE REQUIREMENTS** : Head Office, Cape Town
- : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Medicine Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's license and mobility in order to can provide support throughout the Western Cape. Willingness to travel and work overtime. Competencies (knowledge/skills): Good inter-personal skills and ability to collaborate and work in teams. Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation and communication skills. Good analytical and problem-solving skills. Knowledge of occupational health policies, services and programmes. Experience in occupational health setting in the public or private health sector is recommended.
- DUTIES** : OHS Policy development and implementation support to ensure staff safety; compliance with relevant OHS legislation; occupational health risk management; provision of medical surveillance programmes; establishment and oversight of OHS systems and service delivery models; optimal information management, and monitoring and evaluation systems for OHS; and supporting OHS training and research programmes. Ensuring provincial coordination of OHS interventions and activities. Provision of technical expertise and support related to OHS. Participate in provision of OHS services where appropriate.
- ENQUIRIES APPLICATIONS** : Mr N Mavela Tel No: (073) 875-8343
- : 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 practical test. '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 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. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
- CLOSING DATE** : 27 September 2021
- POST 32/127** : **DEPUTY DIRECTOR: FINANCE MANAGER**
(Chief Directorate: Metro Health Services)
- SALARY** : R733 257 per annum, (A portion of the package can be structured according to the individual's personal needs)
- CENTRE REQUIREMENTS** : Metro TB Hospital Complex (Brooklyn Chest Hospital and DP Marais Hospital)
- : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Finance and Supply Chain Management in the Public Sector. Appropriate managerial experience. Inherent requirements of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Extensive knowledge of relevant public service financial prescripts, department of health policies, delegations and procedures. Computer literacy and thorough knowledge of computer systems (LOGIS, BAS, IPS and MS office). Strong people management skills, excellent written and verbal communication, ability to work in a team context and motivate team members. Aptitude for working with finances. Excellent leadership, problem solving and analysing skills.
- DUTIES** : Accountable for the Finance Management Component of the facilities under his/her responsibility including the Hospital Facility Board. Accountable for the

Supply Chain Management for the various facilities in his/her domain. Accountable for People Management within the Components Finance and Supply Chain. Member of MTBHC Exco and Southern Western Substructure team.

ENQUIRIES : Ms W Sonnie Tel No: (021) 508-7403
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 : 27 September 2021

POST 32/128 : **OPERATIONAL MANAGER NURSING: SPECIALTY: PAEDIATRICS**

SALARY : R562 800 per annum (PN-A2)
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child Nursing Science. Registration with a Professional Council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirements of the job: 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. Will be required to work shifts, weekends and public holidays. 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 specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

ENQUIRIES : Ms F Marthinus Tel No: (021) 938-4055
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2021

POST 32/129 : **CHIEF SPEECH THERAPIST: GRADE 1**

SALARY : R466 119 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. Registration with a professional council: Registration with the HPCSA as a Speech Therapist. Experience: A minimum of 3 years appropriate experience as a Speech therapist after registration with the HPCSA as an Independent Practitioner. Competencies (knowledge/skills): Knowledge of and competency in procedures for the identification, assessment and management of all person with speech, language, voice, fluency, feeding and swallowing disorders, as appropriate for an academic, multidisciplinary hospital setting. Knowledge of and competency in special diagnostic procedures for in- depth assessment of the above disorders, within an area of specialty. Experience in human resource management and supervision. Teaching and presentation skills. Knowledge of and skills in research project

planning and implementation. Fluency in at least two of the three official languages of the Western Cape.

DUTIES : Assessment and management of in- and outpatients (adult and paediatric with speech, language and/or swallowing disorders. Departmental and personal administration. Assist with initiation, implementation and reviewing of clinical protocols and policies. Assist in planning and management of a comprehensive tertiary level speech therapy service. Assist with management of physical, financial and human resources. Training and supervision of staff and students within allocated area of responsibility. Interdepartmental liaison to ensure effective multidisciplinary service delivery. Continuing professional development of self and others. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Birkenstock Tel No: (021) 938-4825/4817

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 : 27 September 2021

POST 32/130 : **CHIEF DIETICIAN GRADE 1**

SALARY : R466 119 per annum

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Dietician. Registration with a professional body: Registration with the (HPCSA) as Dietician. Experience: A minimum of 3 years appropriate experience in Dietetics after registration with the HPCSA. Inherent requirements of the job: Required to participate in weekend duties. Required to accumulate CEU points for continued registration with HPCSA. Competencies (knowledge/skills): Thorough knowledge and exposure to all aspects relating to Dietetics. Experience in cost control, quality control, hygiene and food safety as well as personnel management in a Food Service Unit. Good interpersonal, communication and organisational skills. Computer literacy. Fluent in at least two of the three official languages of the Western Cape.

DUTIES : Render a therapeutic service to the Food Service Unit. Render a therapeutic service to in- and outpatients. In-service training to personnel and dietetic students. Support to supervisor. Physical and Human Resource management.

ENQUIRIES : Ms C Schübl Tel No: (021) 938-4351

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 : 27 September 2021

POST 32/131 : **CHIEF AUDIOLOGIST GRADE 1 COCHLEAR IMPLANTS**
(3-Year Contract)

SALARY : R466 119 per annum, plus 37% in lieu of service benefits.

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as either an Audiologist and Speech Therapist or an Audiologist. Registration with a professional council: Current registration with the HPCSA as either an Audiologist and Speech Therapist or an Audiologist. Experience: A minimum of 3 years' experience as an Audiologist after registration with the HPCSA as either an Audiologist and Speech Therapist or an Audiologist. Inherent requirement of the job: Willingness to work overtime, be involved in student training and research projects at the institution. The applicant should have a valid driver's license and will be required to travel to perform intra-operative tests and school visits and case meetings. Competencies (knowledge/skills): Competency in the assessment and management of children and adult patients with a hearing loss, in particular moderate-severe to profound sensorineural hearing loss. Good management, administrative, supervisory, problem-solving, conflict resolution, interpersonal, organisational and communication skills in at least two of the three official languages of the Western Cape. Competent in Diagnostic audiology, hearing aid fitting and rehabilitation of children and adults with hearing loss. Interest in performing or cooperating in research projects

within the Cochlear Implant Unit. Ability to supervise and teach junior staff members and students. Certificate of Additional Training in Cochlear Implant Mapping and Rehabilitation (HPCSA accredited) (preferred)/ appropriate experience in Cochlear Implant Mapping / willingness to undergo training to obtain Certification once appointed.

DUTIES : Manage a clinical caseload within the Cochlear Implant Unit, which includes assessment and management of patients for cochlear implant candidacy, intra-operative and post-operative testing of implant function, programming (mapping) and rehabilitation of cochlear implant patients. Co-operate, train, consult and collaborate with outside agencies and/or professionals. Assist with the management of physical, financial and human resources in the Cochlear Implant Unit and co-ordination of all administrative activities regarding the patients, clinical area and unit. Supervise staff and train under- and post-graduate Audiology students. Undertake and participate in appropriate research and investigations in area of work.

ENQUIRIES : Ms J Perold Tel No: (021) 938-4604/5086
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 : 27 September 2021

POST 32/132 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY MATERNITY/NEONATAL) (X2 POSTS)**
 (Chief Directorate: Metro Health Services)

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

CENTRE : False Bay Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife and proof of current registration. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post-basic nursing qualification in the relevant specialty as mentioned above. Inherent requirements of the job: Willingness to work after hours. Willingness to work shifts, public holidays and weekends. Competencies (knowledge/skills): Basic Computer literacy (MS Word, Excel and Outlook). Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape – verbal and written.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within a professional / legal framework. Effective management and utilisation of human and financial resources to ensure optimal operational functions. Participation in training and research is essential. Assist with relief duties and partake in overall specialized area functions, i.e. team building, supervision, training, workshops and updates. Organise a cost-effective service on a daily basis. Provide support to supervisor and management.

ENQUIRIES : Ms B Tyutu Tel No: (021) 782-1121/5206
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

- CLOSING DATE** : 27 September 2021
- POST 32/133** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R383 226 per annum, (PN-B1)
Grade 2: R471 333 per annum, (PN-B2)
- CENTRE** : False Bay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma/Emergency/Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.
- DUTIES** : Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate/co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional and ethical practice. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.
- ENQUIRIES** : Ms B Tyutu Tel No: (021) 782-1121/5206
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 27 September 2021

POST 32/134 : **PROFESSIONAL NURSE GRADE 1 TO GRADE 2 (SPECIALTY: OCCUPATIONAL HEALTH)**
Chief Directorate: Metro Health Services

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

CENTRE : Karl Bremer Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Proof of 2021 annual registration with the SANC. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Appropriate, recognisable experience in Occupational Health Nursing. Inherent requirements of the job: Will be required to work shifts (day and night), weekends and public holidays. Will be required to do after hour hospital cover. Valid code (B/EB) driver's license. Competencies (knowledge/skills): Basic computer literacy and presentation skills. Ability to communicate in at least two of the three official languages of the Western Cape. Ability to promote quality through the setting, implementation and the 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.

DUTIES : The provision of Occupational Health Nursing Services at institutional level (promoting health, wellness and safety in the workplace.) The provision of an advisory service on Occupational Health and Safety matters. Rendering an efficient Administration System including the collection, collation, validation and interpretation of statistical data and report writing for the Occupational Health Clinic. Participate in training programmes in conjunction with Human Resources Development and Training Department. Implement OHS goals and targets. Provide a support and relief service to the Nursing Department.

ENQUIRIES : Ms E Linden- Mars Tel No: (021) 918-1224

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

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 27 September 2021

POST 32/135 : **MEDICAL TECHNOLOGIST GRADE 1 TO 3 (CLINICAL PHARMACOLOGY LABORATORY)**

SALARY : Grade 1: R317 976 per annum
Grade 2: R372 810 per annum
Grade 3: R439 164 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Technologist. Registration with a professional council: Registration with the HPCSA as a Medical Technologist. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. 1-year relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A minimum of 10 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 11 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A minimum of 20 years' relevant experience after registration with the HPCSA as a Medical Technologist in respect of South African qualified employees. A minimum of 21 years' relevant experience after registration with the HPCSA in the relevant profession (where applicable) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Competencies (knowledge/skills): Dedication to reliable, high quality work. Basic computer skills and be able to work independently following the guidelines and standards of good clinical laboratory practice. Good understanding of quality assurance standards and accreditation processes.

DUTIES : The render of a support service to the medical staff by performing diagnostic laboratory tests in a Clinical Pharmacology and bio-analytical therapeutic drug monitoring laboratory. Administrative tasks, calibration and preventive maintenance of equipment as required by protocol. Utilise a QA system to ensure analytical results of a high standard. Involvement and willingness to perform after-hour duties in the Clinical Pharmacology Laboratory as required per roster.

ENQUIRIES : Ms N Makashane Tel No: (021) 938-9333 /6168
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status".

CLOSING DATE : 27 September 2021

POST 32/136 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**

SALARY : R316 791 per annum
CENTRE : Mossel Bay Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree. Experience: Appropriate experience in Finance, Revenue and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting as well as annual and interim financial statements. Appropriate proven supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, CLINICOM, BAS or any other relevant Systems. Inherent requirements of the job: Valid Code (EB/B) driver's license. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Sound Knowledge of applicable policies (PFMA, AO System, UPFS, Financial delegations/instructions and NTR). Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : Management of Supply Chain Department. Manage and ensure compliance within the Finance Department. Ensure compliance regarding all reporting. Management of Patient Registration, Patient Record and Revenue. Perform leadership functions by advising, training and guiding all staff within SCM, Revenue and Finance, and manage all related human resource management functions.

ENQUIRIES : Mr J Boshoff Tel No: (044) 604-6105
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 : 27 September 2021

POST 32/137 : **PERSONAL ASSISTANT TO THE CHIEF EXECUTIVE OFFICER**
(Rural Health Services)

SALARY : R257 508 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with an appropriate post matric Secretarial or Office Management Qualification. Experience: Appropriate secretarial experience to a senior manager. Inherent requirement of the job: Valid Code (B/EB) drivers license. Competencies (knowledge/skills): High level proficiency in application of computer software such as MS Office: Teams, Word, Excel and PowerPoint. High ability to communicate effectively (verbally and written) in at least two of the three official languages of the Western Cape. Excellent typing and organisational skills.

DUTIES : Maintaining the administration of the office for the Paarl Hospital CEO. Ensuring an effective and efficient electronic filing system is maintained. Manage the correspondence, electronic diary and weekly schedule of the CEO. Typing and editing of correspondence and reports. Receive visitors, arrange appointments, organising travelling and accommodation. Arrange and co-ordinate agendas, minutes, meetings, book venues as required and act as Secretariat when required.

ENQUIRIES : Mr FM van der Watt Tel No: (021) 860-2508
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 : 27 September 2021

POST 32/138 : **ADMINISTRATION CLERK: ADMISSIONS (FEES)**
(Chief Directorate: Metro Health Services)

SALARY : R173 703 per annum
CENTRE : Helderberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Patient Admissions. Appropriate experience in Clinicom System. Inherent requirements of the job: Prepared to work 12-hour shifts (which include night duty, weekends, public holidays and work overtime on short notice). Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good numerical skills. Computer literacy.

DUTIES : Assess patients in accordance with Hospital Memorandum 18 and UPFS manual. Render support to ensure an effective service with regard to patients and clients, admissions, transfers, discharges, registration, assessment, opening of folders and raising of invoices. Responsible for effective record keeping and safe custody of patient's belongings. Responsible for handling telephonic and personal enquiries with regard to patients. Report all MVA's and WCA's to AFACT Hotline. Relief duties within the Admissions Office.

ENQUIRIES : Ms A Louw Tel No: (021) 850-4887
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 : 27 September 2021

POST 32/139 : **ADMINISTRATION CLERK: SUPPORT**
(Central Karoo District)

SALARY : R173 703 per annum
CENTRE : Vredenburg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in office administration, financial and procurement administration. Appropriate clerical experience. Inherent

		requirements of the job: Valid (code B/EB) driver's license. Competencies (knowledge/skills): Computer Literacy, with experience in using MS Work, Excel, PowerPoint and Outlook. Good verbal, written and interpersonal communication skills.
<u>DUTIES</u>	:	General office administration e.g. typing of reports, general correspondence etc. Faxing and photocopying of documents. Stock Control. Reception duties. Handling of telephonic enquiries. Arrange and co-ordinate meetings and keeping of minutes.
<u>ENQUIRIES</u>	:	Ms A Jooste Tel No: (023) 414-3590
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Shortlisted candidates will be subjected to a competency assessment. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	27 September 2021
<u>POST 32/140</u>	:	<u>ADMINISTRATION CLERK: SUPPORT (PHC)</u> Garden Route District
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Conville CDC, George Sub-district
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with experience / competences that focusses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience of Health Information Systems (PHCIS, Sinjani, Tier.Net/ETR and Ideal clinic capturing). Competencies (knowledge/skills): Computer literacy in Microsoft Package (MS Windows, Word and Excel, Outlook) proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in Departmental systems, (PHCIS, Sinjani, Tier .net/ETR and Ideal clinic capturing). The ability to accept accountability and responsibility and to work independently and unsupervised Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Perform effective administrative role as a member of the Health Management Team. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, destruction of folders. Maintenance of effective Registry functions. Completion of registration and updating of Patient information Effective data management and administer quality monitoring. Effective data capturing interpret and analyses data trends. Present data for monthly Facility meeting. Effective support to the Supervisor and other Stakeholders in line with the Departmental Leadership Behaviour Charter.
<u>ENQUIRIES</u>	:	Ms MJF Marthinus Tel No: (044) 814-1100
<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>	:	27 September 2021
<u>POST 32/141</u>	:	<u>SOCIAL AUXILIARY WORKER GRADE 1 TO 3</u>
<u>SALARY</u>	:	Grade 1: R148 215 per annum Grade 2: R176 982 per annum Grade 3: R211 323 per annum
<u>CENTRE</u>	:	Red Cross War Memorial Children's Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Services Professions (SACSSP) as Social Auxiliary Worker. Registration with a professional council: Registration with the South African Council for Social Services Professions (SACSSP) as a Social Auxiliary Worker. Experience: Grade 1: None experience required. Grade 2: A minimum of 10 years' appropriate experience in Social Auxiliary Worker after registration as a Social Auxiliary Worker with the SACSSP or no experience after registration as Social Auxiliary worker with SACSSP and successful completion of 2nd academic year of an appropriate qualification that allows for registration as Social Worker with SACSSP. Grade 3: A minimum of 20 years appropriate experience in Social Auxiliary Work after registration as a Social Auxiliary Worker with the SACSSP or 10 years' experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP or No

experience after registration as Social Auxiliary Worker with SACSSP and successful completion of 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with SACSSP. Inherent requirements of the job: Willingness to work flexitime. Competencies (knowledge/skills): Knowledge of the various aspects of social work services in a hospital setting. Skills and knowledge of trauma counselling and crisis intervention, psychosocial assessment and administration. Sound knowledge of relevant community resources. Good interpersonal, written and spoken communication skills.

DUTIES : Basic Psychosocial assessments, support and referrals. Prevention, education and development programmes. Practical support. Accessing and linking families to community-based support. Administrative support. Telephonic follow-up work. Work as part of the multi-disciplinary teams. Material assistance (lifting, carrying, packing, organising, distributing).

ENQUIRIES : Ms C Brown Tel No: 021 658-5196
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 27 September 2021

POST 32/142 : **HANDYMAN**
(West Coast District)

SALARY : R145 281 per annum
CENTRE : Vredendal Hospital

REQUIREMENTS : Minimum educational qualification: NQF 3 (Grade 10 or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital and clinic equipment and infrastructure. Inherent requirements of the job: Valid (Code B/EB) drivers' license. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Competencies (knowledge/skills): Ability to work independently with good organisation and team skills. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Ability to plan ahead (pro-active), work independently, as well as in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act and ability to operate and use required tools and equipment skilfully and safely.

DUTIES : Carry out maintenance and repairs of hospital & clinic equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Assist with stock and equipment control and ensure that all tools and materials are available before commencing any tasks. Assist with grounds maintenance at the hospital and clinics.

ENQUIRIES : Mr A Rossouw Tel No: (027) 213-2039
APPLICATIONS : The Admin Clerk: Human Resource Management, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

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

CLOSING DATE : 27 September 2021

POST 32/143 : **PHARMACIST ASSISTANT: (BASIC) (GRADE 1 TO 2) (PRE-PACK)**
Directorate: Pharmacy Services, Cape Medical Depot

SALARY : Grade 1: R123 000 per annum
Grade 2: R166 689 per annum

CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: **Grade 1:** Senior Certificate with Mathematics as a passed subject (Certified proof of Senior Certificate). **Grade 2:** Basic Pharmacist Assistant qualification that allows registration with the SAPC as a Pharmacist Assistant (Basic) (Warehousing/Wholesale). Registration with a professional council: Grade 1: Registration with the South

African Pharmacy Council (SAPC) to study towards a basic Pharmacist Assistant (Basic) (Warehousing/Wholesale). Grade 2: Registration with the South African Pharmacy Council (SAPC) as a Pharmacist's Assistant (Basic) (Warehousing/Wholesale). Inherent requirement of the job: Basic Pharmacist Assistant Qualification. Registration with SAPC as a Basic Pharmacist Assistant. Physical ability to be able to pick and remove heavy boxes. Physical ability to open large quantities of tamperproof, sealed tablet containers. Competencies (knowledge/skills): Knowledge of Drug Supply Management Principles. Good knowledge of pharmaceutical manufacturing practices and procedures. Good numeric skills. Proficiency in at least two of three official languages of Western Cape. Meticulous and attention to detail. Practical knowledge and physical ability to operate the pill packing machines.

DUTIES : Assist with the receiving and storage of pharmaceutical products from suppliers. Assist with the control of pharmaceutical stock. Assist with the Issuing of stock against orders from health facilities within the scope of practice of a Basic Pharmacist Assistant. Assist with the efficient and secure prepacking and packaging of pharmaceutical products for delivery. Assist with the effective control and distribution of completed pharmaceutical orders to facilities. Compliance with good pharmacy practice and good manufacturing practice within the Prepack-Unit.

ENQUIRIES : Ms C Buthelezi Tel No: (021) 483-8804, Ms S Dulaze Tel No: (021) 483-2422
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates registered in categories other than "Warehousing/Wholesale" may also apply, on condition that registration in the category "Warehousing/Wholesale" is obtained within 12 months. Appointments will be done on probation until the registration certified in the required category is obtained. Failure to comply will lead to the termination of services in the cases of those appointed from outside the public service. In the case of serving employees, the employee will return to his/her previous post.

CLOSING DATE : 27 September 2021

POST 32/144 : **STUDENT CLINICAL TECHNOLOGIST (CARDIOLOGY)**
(2 Year Contract)

SALARY : R122 595 per annum, plus 37% in lieu of service benefits
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Successful completion of second year towards the degree BHSc: Clinical Technology. Current registration with a Tertiary institution for the degree BHSc: Clinical Technology. Registration with a professional council: Registration as Student Clinical Technologist with the Health Professions Council of South Africa (HPCSA). Full academic transcript must be submitted together with proof of registration with HPCSA. Inherent requirement of the job: Confirmation that the tertiary institution where you are registered for the degree BHSc: Clinical Technology will require ethical approval of your research from the human research ethics committee (HREC) of Stellenbosch University only. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : To acquire and develop the theoretical knowledge, clinical skills and technical skills required to register as a clinical technologist in cardiology. Training in this post involves practical training during routine patient care. Therefore, the person filling the post will be required to perform clinical service in cardiology by providing technologist support under supervision to all components of the cardiology service including: All work in the cardiac catheterization laboratory. ECG's (include Holter ECG and stress ECG). Pacemaker evaluation and programming. Echocardiography. Equipment maintenance. Participating in research projects. These tasks will involve work outside normal working hours when necessary.

ENQUIRIES : Mr J Steyn Tel No: (021) 938-4347
APPLICATIONS : To the Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

FR ATTENTION : Ms V Meyer

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

CLOSING DATE : 27 September 2021

POST 32/145 : **HOUSEHOLD AID (X2 POSTS)**
(Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement Basic numeracy and literacy. Experience appropriate general hospital cleaning experience. Inherent requirement of the job: The ability to do physical tasks and operate heavy duty cleaning and household equipment. Competencies (knowledge/skills): Excellent verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care of linen and serving of patients. 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. Attend in-service training appropriate to service delivery

ENQUIRIES : Ms B Tyutu Tel No: (021) 782-1121/134
APPLICATIONS : To the Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.

FOR ATTENTION : Ms L Shoosmith
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2021

POST 32/146 : **FOOD SERVICES AID**
(Garden Route District)

SALARY : R102 534 per annum
CENTRE : Riversdale Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Services environment. Inherent requirements of the job: Willingness to work shifts and overtime, which includes weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Dress according to the departmental specifications. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Knowledge of production for normal and therapeutic diets in an Industrial Food Services Unit on a large scale. Knowledge of hygiene, occupational health (OHS), HACCP and safety principles. Ability to effectively multi-task, function independently, in a team and under pressure. Knowledge and/or experience of a milk kitchen.

DUTIES : Assist in the receipt and storage of all provisions and stock in the Food Services Unit. Pre-prepare, prepare, production, dish up and distribute of all normal and therapeutic diets. Follow and maintain general hygiene and safety directives (HACCP and OHS) in the food services unit and milk kitchen, including the use of apparatus and equipment, washing of crockery and cutlery and cooking utensils. Maintain safety measures of apparatus and equipment and report broken apparatus and equipment. Support to supervisor in financial- and human resource management.

ENQUIRIES : Mr H Crous Tel No: (028) 713 8642
APPLICATIONS : 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 : 27 September 2021

POST 32/147 : **HOUSEHOLD AID**
(Rural Health Services)

SALARY : R102 534 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Willingness to work shifts including night duty, overtime, weekends, public

holidays and relief in other departments. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Appropriate knowledge of infection control and safety procedures in a hospital environment.

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

ENQUIRIES : Ms AL Solomons Tel No: (021) 860-2504
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl, 7620.
FOR ATTENTION : Mr KN Cornelissen
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.

CLOSING DATE : 27 September 2021

POST 32/148 : **PORTER**
 (Chief Directorate: Metro Health Services)

SALARY : R102 534 per annum
CENTRE : False Bay Hospital, Fish Hoek
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate Porter experience in a public health facility. Inherent requirements of the job: Willingness to work shifts, public holidays and over weekends. Ability to perform tasks such as lifting of patients from or onto beds, trolleys and wheelchairs, in and out of vehicles. Prepared to handle bodies or corpses. Prepared to work in all departments or wards in hospital. Willingness to cover shifts in absence of colleagues. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : Assist and accompany walking, sitting, non-walking or disabled patients and transport patients per wheelchair or trolley from reception to the wards or from the wards to the treatment sections, and in and out of ambulances. Deliver and collect medical and other documentation (patient files, report, etc) to or from wards or treatment areas. Check and replace oxygen cylinders in wards or treatment areas and assist with shifting of medical equipment and report any defects. Assist with the drawing and filing of patient folders.

ENQUIRIES : Ms C Peters Tel No: (021) 782-1121/5257
APPLICATION : The Manager Medical Services, False Bay Hospital, Private Bag X1, Vallyland, 7974.
FOR ATTENTION : Mrs L Shoosmith
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 27 September 2021

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE : 27 September 2021

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 32/149** : **ASSISTANT DIRECTOR: MITIGATION (DISASTERS AND DEVELOPMENT)**
REF NO: LG 33/2021
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management, Environmental Sciences or Town planning; A minimum of 3 years' relevant experience. Competencies: Knowledge of the following: Disaster Management Act (Act 57 of 2002 as amended) and its related policies and guidelines; Understanding of disaster management processes, systems and procedures as applied in all three spheres of government with a specific focus on disaster risk reduction; Spatial, town & development planning; Municipal integrated development planning; Human Resource Management; Financial Management. Skills needed: Communication (written and verbal); Project Management and Facilitation; Ability to work independently decisively and under pressure.
- DUTIES** : Ensure the following: Developmental disaster risk reduction through the development and maintenance of Disaster Management Chapters in the Integrated Development Plans of municipalities; the compilation and maintenance of a provincial Disaster Risk Reduction (prevention and mitigation) strategy and plan. Assist and support in the following: The annual assessment of disaster Management Chapters from the Integrated Development Plans of municipalities; the management of human resources, finances and performance management in the Sub-directorate; Support Local Government processes.
- ENQUIRIES** : Mr S. W. Carstens at Tel No: (021) 937 6309

DEPARTMENT OF SOCIAL DEVELOPMENT

- 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** : 27 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. 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 32/150** : **EDUCATION MANAGER: EDUCATION (BONNYTOUN) REF NO: DSD 124/2021**
- SALARY** : R376 596 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 4-year tertiary qualification (or higher qualification) in Education; Registration with SACE; A minimum of 5 years' experience as an Educator. Competencies: Knowledge of the following: Applicable policies and procedures; Public Service procedure; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures. Skills needed: Planning; Presentation and facilitation; Communication (Written and verbal); Proven computer literacy; People management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.
- DUTIES** : Ensure effective implementation of educational programmes at facilities in accordance to curriculum requirements and departmental legislation; Manage the implementation of the education programme suitable to meet learning needs of at-risk learner; Ensure safety and disciplinary measures within the

education environment; Participate in daily, weekly, quarterly and annual safety and security measures and procedures; People management and development; Administer the people management policy to the education team – leave management and administration, employee management; Effective operational planning and execution; Management of resources, monthly reports, statistics, registration with SACE, self-development.

ENQUIRIES : Mr EJ Buys at Tel No: (021) 986 9101

POST 32/151 : **COMMUNITY DEVELOPMENT SUPERVISOR: COMMUNITY DEVELOPMENT PROGRAM IMPLEMENTATION AND COORDINATION (METRO EAST REGION) REF NO: DSD 129/2021**

SALARY : Grade 1: R363 801 - R407 625 per annum
Grade 2: R432 459 - R516 375 per annum

(OSD as prescribed), based on recognisable prior experience

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : An appropriate three-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 7 years' experience in Community Development or similar environment after obtaining the required qualification. Competencies: Community development knowledge, skills, attitudes and values to engage in the social development of communities; Knowledge and understanding of human behaviour and social systems and legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment; The understanding of social dynamics of communities. Skills needed: Presentation; Problem solving; Computer literacy; Communication (Written and verbal); Research and report writing; Financial Management and Supervisory. Ability and competence to: Coordinate community development structures and manage projects; Influence individuals and group to participate in their own self-empowerment ventures.

DUTIES : To supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and to assist employees engaged in this function by resolving problems; Supervise and support community development practitioners to ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in Departments / Provinces, NGO's, Local Community structures and Faith based Organisations) and stakeholders to facilitate intersectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community; Supervise and guide community development practitioners to enhance their performance on community development and to perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery; Supervise and advise community development practitioners to ensure and efficient and effective service.

ENQUIRIES : Ms M Harris at Tel No: (021) 812 0921

POST 32/152 : **SOCIAL WORKER: SOCIAL WORK SERVICES REF NO: DSD 127/2021 (X2 POSTS IN VARIOUS LOCATIONS)**

SALARY : 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)

CENTRE : Department of Social Development, Western Cape Government

REQUIREMENTS : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker; A valid Code B driving licence. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for

Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policy and prescripts (norms and standards); Supervision framework for Social Workers; Knowledge and understanding of human behaviour and social systems as well as skills to intervene at the points where people interact with their environments in order to promote social well-being; Social Work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Social dynamics, work values and principles; Developing and empowering others; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; The ability and competence to assist, develop, advocate for and empower individuals, families, groups, organisations, communities to enhance their social functioning and their problem-solving capabilities; The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively; Proven computer literacy; Skills needed: Report writing; Self-Management; Good planning and organisational; Presentation and facilitation; 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 results in or stems from social instability in any form; Supervise and support social auxiliary workers; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES : Ms WR Mehl at Tel No: (021) 812 0978

POST 32/153 : **ADMINISTRATIVE SUPPORT OFFICER: CORPORATE RELATIONS UNIT REF NO: DSD 123/2021**

SALARY : R257 508 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1 or 2 year post-school Certificate/Diploma (or higher qualification); A minimum of 3 years relevant experience; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: The business of the Corporate Service Centre (CSC); The business and organisation structure of the Department; Public Service and Western Cape government; Human Resource policies and Legislation; Organised and self-motivated; Service delivery innovation; Client Orientated and customer focus; Proven computer literacy MS Office package (MS Word, MS Excel and Outlook); Communication (verbal and written) skills.

DUTIES : Assist in the following: The coordination of the appointment of members of prescribed departmental committees, the nomination of statutory appointments and departmental representative to transversal forums; The provisions of logistical arrangements for prescribed departmental committees (excluding secretarial services); Assist in the collation of consolidated departmental inputs/reports to the CSC as required; The collation of consolidated departmental inputs/reports to the CSC as required; The facilitation of follow-up actions with CSC as required. Distribute general CSC communications/information as required, and keep record of incoming CSC correspondence; Keep record of outgoing correspondence; Function as supervisor of the component.

ENQUIRIES : Ms V. Hurling at Tel No: (021) 483 6741

POST 32/154 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (BREEDERIVER - WINELANDS) REF NO: DSD 125/2021 (X2 POSTS)**

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum; (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : **Grade 1:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A

valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: Knowledge and basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms L Louw at Tel No: (023) 348 5300

POST 32/155 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (SWARTLAND) REF NO: DSD 126/2021**

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum, (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum, (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum

of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.

DUTIES : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES : Ms CA Nell at Tel No: (027) 213 2096

POST 32/156 : **SOCIAL AUXILIARY WORKER: SOCIAL WORK SERVICES (CEDERBERG)**
REF NO: DSD 128/2021

SALARY : Grade 1: R148 215 – R166 830 per annum, (OSD as prescribed)
Grade 2: R176 982 – R199 188 per annum; (OSD as prescribed)
Grade 3: R211 323 – R265 320 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Social Development, Western Cape Government
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker; A valid code B driving licence. or **Grade 2:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years' appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence; or **Grade 3:** Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP; A valid code B driving licence. Competencies: A basic understanding of the following: Human behaviour, relationship system and social issues; South African Social Welfare context the policy and practice of developmental social welfare services; South African judicial system and the legislation governing and impacting of social auxiliary work; Basic knowledge of financial matters related to social auxiliary work; Good communication (written and verbal); Proven computer literacy; Information and Knowledge Management (Keep precise records and compile accurate reports); Organising and planning skills; Presentation and facilitation

- skills; Report writing skills; Problem solving and analytical skills; Client orientation and customer focus skills.
- DUTIES** : Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form; Continuous professional development; Perform administrative support functions in support of social workers as required of the job.
- ENQUIRIES** : Ms CA Nell at Tel No: (027) 213 2096

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** : 27 September 2021
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co> 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 32/157** : **DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: TPW 77/2021**
- 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 B-Degree (or higher qualification); A minimum of 3 years management level experience; A valid (Code B or higher) driving licence. Recommendation: A completed National Archives Records Management, Enterprise Content Management (ECM) or Electronic Records Management (ERM) Courses; Working experience in the field of Electronic records management; Project Management and Knowledge Management. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; Records management; Technology; Knowledge Management; Project Management; Skills needed: Communication (written and verbal); Proven computer literacy; People management and empowerment; Planning and organising.
- DUTIES** : To determine what the current records keeping and management situation and practises of the department are and ensure that relevant information is available thereof. To ensure the following: Records management is an objective in the department's strategy and strategic plan; Information contained in records is managed effectively throughout the department by drafting and implementing a records management policies; Records management staff understands their responsibilities and acquire the necessary skills to manage records effectively; Information can be identified and retrieved when required by providing well-structured records management classification systems and record keeping systems; All records are kept in safe custody; There is a systematic disposal programme in place; All record types and medium e.g. electronic records micrographic, audio visual projects are managed according to the requirements of the National Archives and records Services, good governance and standards; There are evaluation criteria in place to monitor compliance with sound records management practises.
- ENQUIRIES** : Mr L. Barbier at Tel No: (021) 483 8723
- POST 32/158** : **CONTROL WORKS INSPECTOR: MECHANICAL REF NO: TPW 74/2021**
- SALARY** : R470 040 per annum (Level 10)
- CENTRE** : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	A National Diploma (T/N/S stream) or equivalent qualification or A N3 and a passed trade test in the mechanical or electrical environment or Registration as an Engineering Technician; A minimum of 6 years appropriate experience; A valid code B (or higher) driving licence. Competencies: Proven knowledge and understanding of the following: National Housing Code, Construction Industries, Development Board (CIDB), guidelines, National Home Builders Registration Council (NHBC) guidelines and the National Building Regulations' Procurement and tendering processes; Occupational Health and Safety Act, 1993 (OCHSA); Building practices and interpretation of drawings and plans; Contract and Project Management; Relevant technical computer-based programmes; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Instructions; Modern systems of governance and administration; Public service procedures, processes and systems; Project management/project administration; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes and collective agreements as supervisor of component; Staff Performance Management System (SPMS) and PERMIS; Disciplinary Code and Procedures and Grievance Procedures for the Public Service; Labour Relations legislation and regulations; Skills needed: Communication (written and verbal); Computer literacy; Report-writing; Project management; Planning and organizing; Implementation and monitoring; Analytical thinking and problem-solving; Customer/client liaison; Record keeping; Basic numeracy.
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.
<u>ENQUIRIES</u>	:	Mr P. Mdladlana at Tel No: (021) 483 5163
<u>POST 32/159</u>	:	<u>ACCOUNTING CLERK: FINANCIAL REPORTING (GOVERNMENT MOTOR TRANSPORT) REF NO: TPW 73/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification) with Accounting as a passed subject; A valid code B (or higher) driving license. Recommendation: A relevant 3-year tertiary or higher qualification in Accounting Sciences; Appropriate experience in a financial reporting environment pertaining to the Standards of Generally Recognised Accounting Practice (GRAP) financial reporting framework. Competencies: A good understanding of the following: Generally Recognised Accounting Practice (GRAP) accounting; Public Finance Management Act (PFMA); National Treasury Regulations; Provincial Treasury Instructions; Trading Entity; Financial procedures, delegations and instructions; Personnel Management, disciplinary and grievance procedures; Oracle financials; Proven computer literacy in MS Office (Excel, Word and Outlook); Strong communication and knowledge sharing skills; Self-motivated; Good problem solving abilities; Ability to work under pressure and meet stringent/prescribed deadlines.
<u>DUTIES</u>	:	Manage the following: Vehicle asset register; PPE asset register; Intangible asset register. Month end and year end processes and reconciliations; Document control; Audits and year end reporting.
<u>ENQUIRIES</u>	:	Mrs K Proctor-Fourie at Tel No: 061 884 6572
<u>POST 32/160</u>	:	<u>REGISTRY CLERK: GENERAL OFFICE SUPPORT SERVICES (GEORGE) REF NO: TPW 76/2021</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience in Registry or similar environment. Competencies: A good understanding of the following: Promotion of Access to Information Act;

National Archives Acts and regulations; Administration Justice Act; Registry duties; Retrieval and storage procedures in terms of the working environment; Proven computer literacy (MS Office); Good written and verbal communication skills; Organising and planning skills.

DUTIES

: Maintain efficient and effective filing system; Distribute mail as well as other correspondence to all relevant officials; Photocopy, fax and scan documents; Attend to both outgoing and incoming mail; Maintain electronic and manual database of every outgoing and incoming files; Registration of queries on IMS (Integrated Management System); Assist Eden and Central Karoo Helpdesk queries; Collection and distribution of postal items and registered mail; Receipt and transmission of documents via courier service; Tracking of documents; Assist with record files that leaves registry; Control the movement of files within the component value chain; Maintain and update recordkeeping system; Help with general filing within the component; Provide copies of documents when required.

ENQUIRIES

: Ms A Cronje' at Tel No: (044) 813 2805