

**PROVINCIAL ADMINISTRATION: WESTERN CAPE GOVERNMENT
DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

CLOSING DATE : 25 October 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 35/158 : **ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT PLANNING, POLICY AND RESEARCH, REF NO: CAS 35/2021**

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' experience in the heritage sector or similar environment. Recommendation: A relevant postgraduate qualifications in heritage related studies; Supervisory experience in a heritage related environment. Competencies: Knowledge of the following: National Heritage Resources Act; Heritage resources management policies and guidelines; Related legislation in the heritage management process. Skills needed: Office package suite and a working knowledge of database such as SAHRIS; Excellent writing; Presentation.

DUTIES : Coordination, review and facilitate the application of heritage conservation policy in terms of the National Heritage Resources Act (Act 25 of 1999); Facilitate the formal protection of heritage resources; Development and maintenance of the heritage register; Provide assistance with the implementation of the Heritage Information Management System; Provide professional and technical assistance to other departments and internal units; Human Resources; Budget Management.

ENQUIRIES : Ms C. Scheermeyer at Tel No: (021) 483 9682 OR email: Colette.Scheermeyer@westerncape.gov.za

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 35/159 : **ADMINISTRATION CLERK: ARTS AND CULTURE, REF NO: CAS 36/2021**

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Experience in the following: Execution of collaborative programmes with communities; Contract management; Office administration; Data recording and analysis; Procurement processes; Financial Management/Administration. Competencies: A good understanding of the following: Payment systems; Supply chain management processes including Logistics Information System (LOGIS); Aspects related to governance; Project management; Financial management requirements; Proven computer literacy; Written verbal communication skills.

DUTIES : Administer leave for the component; Draft correspondence to the public; Monitor incoming and outgoing correspondence for the unit; Update training schedule when needed; Monitor and control asset register for the component; Facilitate the transfer and removal of assets; Render assistance with projects and administration of the public entity; Assist with procurement; Receive specification and send to Supply Chain Management; Capture on the Logistical Information System when necessary; Administer all petty cash requests within

- the unit; Facilitate all subsistence and travel payments; Facilitate all telephone and cell phone claims.
- ENQUIRIES** : Ms F Hunter at Tel No: (021) 483 9699
- 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 35/160** : **SCHOOL SPORT COORDINATOR REF NO: CAS 37/2021**
(3-Year Contract Position)
- SALARY** : R173 703 per annum (level 5)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Athletics (Cross Country and Track & Field), Basketball, Goal-ball and/or Tennis; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES** : Mr C Meyer at Tel No: (021) 483 9530/9658
- 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 35/161** : **SCHOOL SPORT COORDINATOR REF NO: CAS 38/2021**
(3-Year Contract Position)
- SALARY** : R173 703 per annum (level 5)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Aquatics, Gymnastics, Netball and/or Table Tennis; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES** : Mr C Meyer at Tel No: (021) 483 9530/9658
- 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 35/162 : **SCHOOL SPORT COORDINATOR REF NO: CAS 39/2021**
(3-Year Contract Position)

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Chess, Cricket, Rugby and/or Volleyball; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.

DUTIES : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr C Meyer at Tel No: (021) 483 9530/9658
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 35/163 : **SCHOOL SPORT COORDINATOR REF NO: CAS 40/2021**
(3-Year Contract Position)

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Baseball, Football (with an additional focus on Futsal), Hockey and/or Softball; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School Sport priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.

DUTIES : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr C Meyer at Tel No: (021) 483 9530/9658
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 35/164 : **SCHOOL SPORT COORDINATOR REF NO: CAS 41/2021**
(3-Year Contract Position)

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Jukskei, Kgati, Kho – kho and/or Morabaraba; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies:

- Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; School sport indigenous games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES APPLICATIONS** : Mr C Meyer at Tel No: (021) 483 9530/9658
: 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 35/165** : **SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 42/2021**
(3-Year Contract Position)
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (level 5)
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Dibeke, Intonga and/or Kho-Kho; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.
- ENQUIRIES APPLICATIONS** : Mr P. Macwili at Tel No: (021) 483 9517
: 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 35/166** : **SCHOOL SPORT COORDINATOR: RECREATION REF NO: CAS 43/2021**
(3-Year Contract Position)
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (level 5)
: Department of Cultural Affairs and Sport, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A minimum of 2 years' experience in coaching or administration in at least one of the specific codes: Diketo, Kgati and/or Ncuva; A valid (Code B or higher) driving licence. Recommendation: Experience in the following: Long term athlete and coach development; Project and event management. Competencies: Knowledge of the following: National Sport and Recreation Plan; South African Coaching Framework; Indigenous Games priority codes; Managing interpersonal conflict; Resolving problems; Written and verbal communication skills; Proven computer literacy.
- DUTIES** : Liaise with relevant federations and structures to assist with the development and the promotion of sport-based activities, projects and programmes for school-going youth; Link the school sport code structure with its respective federation structure; Assist in the development of the clusters that were established by the directorate, thereby linking recreation to MOD Programme to school sport to club sport to high performance; Monitoring and evaluation of

the relevant school sport and related activities; Continuously research, assess and correct/update the relevant school sport-related development and implementation strategies.

ENQUIRIES : Mr P. Macwili at Tel No: (021) 483 9517
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 ECONOMIC DEVELOPMENT AND TOURISM,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 25 October 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 35/167 : **ASSISTANT DIRECTOR: PROVINCIAL SKILLS PARTNERSHIP, REF NO: DEDAT 21/2021**

SALARY : R376 596 per annum (Level 9)
CENTRE : Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/Advanced Diploma or higher); A minimum of 3 years administrative experience; A valid driving licence (Code B or higher). Recommendation: Management level experience. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public service procedures; People Management and Labour relations processes; Financial systems; Budgeting processes; Asset Management and Intervention Control. Skills needed: Problem solving; Sound Budgeting; Cash flow development; Facilitation; Presentation; Organising and Planning, Dispute resolution; Conflict management; Project management; Networking and linking; Decision making; Communication (written and verbal); Analytical. Ability to interpret and apply relevant policies and procedures.

DUTIES : Provide support in the following: The development of methodologies to narrow the gap between the demand and supply in various economic sectors; Partnership with economic skills and academic stakeholders; The Skills Ecosystem. Ensure Human Resource Management and Financial Management.

ENQUIRIES : Mr N. Joseph at Tel No: (021) 483 9011
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 : 25 October 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 35/168** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING, REF NO. EADP 06/2020 R1**
- SALARY CENTRE** : R733 257 per annum (level 11). (All-inclusive salary package)
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B- Degree or higher) in Financial Accounting, Financial Management or a related financial field; A minimum of 3 years management level experience within a Financial Accounting or similar environment. Recommendation: Experience in management and completion of financial statements. Competencies: Knowledge of the following: Public Finance Management Act; National and Provincial Treasury Regulations and Instructions; Public Service Act 1994 as amended; Public Service Regulations 2016; Proven computer literacy; Basic Accounting and Logistical Information Systems (BAS and LOGIS); Communication (written and verbal) skills; Ability to solve financial problems; Presentation skills; Deciding and initiating action; Leading and supervising skills; Applying expertise and technology; Analysing and reporting skills; Strategic planning skills.
- DUTIES** : Manage recording of departmental revenue, expenditure and assets and liabilities from an accounting and legislative perspective; Direct and manage financial accounting reporting requirements; Management of the Financial Accounting Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr R.T Mosome at Tel No: (021) 483 8341
: 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 35/169** : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL ECONOMY, REF NO: EADP 07/2021 R1**
- SALARY CENTRE** : Grade A - R495 219 per annum (OSD as prescribed).
: Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : An appropriate 4-year Degree (or equivalent qualification) in Natural/ Physical/ Environmental Sciences or Economics; A minimum of 6 years relevant post-qualification experience; A valid (Code B) driving licence. Recommendation: Sustainability and Environmental/Green Economy knowledge, practice and monitoring. Competencies: Knowledge of the following: Project Management; Research; Policy and Strategy development; Green Economy and Environmental Sustainability. Skills: Communication (written and verbal); People management. Abilities: High level thinking demands on complex matters; Resilience and adaptability; Innovative and creative; Work independently and within a team; Resolve conflict.
- DUTIES** : Research trends, developments and innovation in Sustainability and Environmental/Green Economy practice and monitoring; Participate in Policy and Strategy development across the Western Cape with a view to promote the Green Economy in all strategies; Project generation, conceptualisation and development, management and reporting; Manage the implementation of Green Economy projects which includes project leadership, team management and coordination and financial management; Coordinate Green Economy activities in the Department including: Developing good relations and coordinate transversally across and between levels of Government; Advise Senior Management of the Department on Green Economy policies and projects; Awareness raising and education; Investigating and applying for funding for promoting the Green Economy; Meetings with communities and NGO's and assisting them with Green Economy projects; Oversee resource efficiency efforts within WCG.
- ENQUIRIES** : Mr R. Mukanya at Tel No: (021) 483 9787

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 35/170 : **HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (PAEDIATRIC INFECTIOUS DISEASES)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Sub-specialist Paediatric Infectious Diseases. Registration with a professional council: Registration with the (HPCSA) as a Sub-specialist Paediatric Infectious Diseases. Experience: A minimum of 3 years appropriate experience as a Paediatric Infectious Disease Specialist after registration with the HPCSA as a Sub-Specialist Paediatric Infectious Diseases. Competencies (knowledge/skills): Good clinical and communication skills (fluency in two of the three official languages of the Western Cape). Strong people management skills with an ability to - lead a multidisciplinary team. A PhD in Paediatric Infectious Diseases is advisable.

DUTIES : (key result areas/outputs): Manage the Paediatric Infectious Diseases Clinical Unit; Provide specialist and sub-specialist care to children with infectious diseases in Tygerberg Hospital and oversee paediatric infectious disease specialist support to referral areas; Coordinate linkages within the care continuum for paediatric infectious diseases care and wellbeing; Provide clinical leadership in paediatric infectious diseases service improvement; Provide after-hours duty as required by the service. Undertake and supervise research in the relevant field/s.

ENQUIRIES : Prof M Kruger, Tel No.: (021) 938-9506/ Dr Mukosi, Tel No: (021) 938-4136

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 : 22 October 2021

POST 35/171 : **HEAD CLINICAL UNIT (MEDICAL): GRADE 1 (CRITICAL CARE)**

SALARY : R1 728 807 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley

REQUIREMENTS : Minimum educational qualification: An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Sub-Specialist in Critical Care (Adult). Registration with a professional council: Registration with the (HPCSA) as a Sub-Specialist in Critical Care (Adult). Experience: A minimum of 3 years appropriate experience as a Critical Care sub-specialist after registration with the HPCSA as a Medical Sub-Specialist in Critical Care (Adult). Competencies (knowledge/skills): Excellent relevant clinical knowledge and skills. Excellent interpersonal /relationship building skills. Good communication skills. Successful post-graduate supervision (minimum Masters level) Ability to work in a team. PhD will be a recommendation.

DUTIES : (key result areas/outputs): Academic responsibility for teaching and learning at under- and post-graduate level, including the faculty's distributed training platform. Active participation in relevant provincial critical care governance structure & advise PGWC: Health on critical care matters. Deliver clinical

service in Critical Care, including commuted overtime, at Tygerberg hospital. Development, implementation and monitoring of critical care clinical protocols and guidelines. Manage resource planning, provision and utilisation in the general critical care services. Ensure a critical care outreach program to relevant healthcare facilities in the Tygerberg drainage area. Ensure research and innovation in priority areas. Govern access to the general critical care services and its resources. Liaise with hospital management and clinicians to ensure quality Critical Care services in the whole Tygerberg drainage area. Overall governance, including Clinical Governance, of the general adult critical care services. Overall strategic and operational management of the general adult Critical Care services of the hospital (medical and surgical).

ENQUIRIES APPLICATION : Prof S Chetty, Tel No: (021) 938-9226/ Dr M Mukosi, Tel No: (021) 938-4136
 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 35/172 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OBSTETRICS AND GYNAECOLOGY)**
 Groote Schuur Hospital

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 : Groote Schuur Hospital
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Obstetrics and Gynaecology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Obstetrics and Gynaecology. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Obstetrics and Gynaecology. **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 employee) as Medical Specialist in Obstetrics and Gynaecology. **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 a foreign qualified employee) as Medical Specialist in Obstetrics and Gynaecology. Inherent requirement of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office) is mandatory. Ability to care for high-risk obstetric patients. Ability to perform basic ultrasound scans and fetal anomaly scans. Possess surgical competency in terms of complicated caesarean sections and postpartum hysterectomies. Ability to perform emergency and elective gynaecological procedures and gynaecological outpatients.

DUTIES : (key result areas/outputs): Render a safe and efficient, cost-effective and appropriate Obstetrics and Gynaecology in and after-hours service to patients managed by the Maternity Centre at Groote Schuur Hospital and the broader Metro West area. Conduct teaching and training in high-risk obstetrics and medical and surgical care of complicated obstetric patients to clinical staff including elective students. Assist with effective and efficient administration of the Maternity Centre and O&G Department. Ensure the rational use of resources (medical/surgical sundries and equipment). Conduct research in Obstetrics and Gynaecology with publications and presentations. Provide innovation and outreach within the Maternal Fetal Medicine Unit and/or in the Department of O&G.

ENQUIRIES APPLICATION : Dr A Osman, Tel No. (021) 404-6020, Prof L Denny, Tel No: (021) 404-4485
 : 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)". It will be expected of candidate to be conversant in at least two of the official languages (English/Afrikaans/Xhosa) of the Western Cape.

- CLOSING DATE** : 22 October 2021
- POST 35/173** : **DEPUTY DIRECTOR: FINANCIAL MANAGER**
Red Cross War Memorial Children`s Hospital
- SALARY** : R733 257 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Red Cross War Memorial Children`s Hospital
- REQUIREMENTS** : Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Commerce or Accounting or equivalent qualification. Experience: Appropriate experience and advanced proficiency in Financial and Management Accounting. Appropriate proven experience in financial management at management level within a large organisation. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of best practices in procurement in a health environment. Appropriate and proven managerial experience showing leadership, strategic and operational skills. Knowledge and proven managerial experience with regard to managing human resources. Extensive knowledge of National and Provincial policies and legal frameworks regarding the management of public finances, including treasury regulations and Public Finance Management Act requirements. Excellent communication and conflict management skills. Proven computer literacy with proficiency in (i.e. MS Word, Excel and PowerPoint).
- DUTIES** : (key result areas/outputs): Engage with and live out the core values of the Western Cape Department of Health. Pro-active management and maintenance of the expenditure and revenue budgets of the hospital. Implementation and support in respect of the cost centres' financial management and accounting responsibilities. Ensuring timely and accurate financial and management information required for strategic decision-making. Understanding and implementation of financial and budget management best practices. Ensuring effective and efficient financial control measures and internal control systems. Assistance with and development of revenue generation opportunities and overseeing effective revenue collection and debt control. Implement Internal controls to ensure compliance with standing financial regulations and instructions. Manage the information management function at RCWMCH. Ensure implementation of relevant policies. Ensuring an integrated financial management budgeting and procurement system. Effective management of the Supply Chain Management process including warehousing and finance, as well as Asset Management. Coordination of the audit process for RCWMCH. Effective people management.
- ENQUIRIES** : Dr AN Parbhoo, Tel No: (021) 658-5005
- 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. The person appointed to this position will be subjected to security clearance, the signing of a performance agreement and an employment contract. Applicants will be subjected to competence assessment tests.
- CLOSING DATE** : 22 October 2021
- POST 35/174** : **ASSISTANT MANAGER NURSING (SPECIALTY): EMERGENCY CENTRE (OVERNIGHT WARD) AND THUTHUZELA, CARE UNIT AND THEATRE SERVICES**
Chief Directorate: Metro Health Services
- SALARY** : R614 991 per annum (PN-B4)
- 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 Nursing Council (SANC) as a Professional Nurse. A

post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: Trauma and Emergency or Medical and Surgical Nursing Science: Critical Care or Medical and Surgical Nursing Science: Operating Theatre Nursing Science. Registration with a professional council: Current 2021 registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 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. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays, after-hours, and weekend cover for nursing. Deputising for the Deputy Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Demonstrate a good understanding of People Management (Human Resources) and financial policies and practices. Computer literacy (i.e. MS Word, Excel, PowerPoint, and Outlook). Sound financial management understanding and skills.

DUTIES : (key result areas/outputs): Coordination of optimal, holistic specialized nursing care provided within set standards and within the professional/legal framework. Effectively manage the utilization and supervision of resources (Human Resources, Financial Resources and Services). Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services and Hospital management. Maintain professional growth/ethical standards and self-development.

ENQUIRIES : Ms E Linden-Mars, Tel No: (021) 918 1224
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 : 22 October 2021

POST 35/175 : **OPERATIONAL MANAGER NURSING (SPECIALTY: OPHTHALMOLOGY)**
 Groote Schuur Hospital

SALARY : R562 800 per annum
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: Ophthalmological 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 Ophthalmology Nursing after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : (key result areas/outputs): Responsible for the co-ordination and delivery of quality nursing care within the allocated speciality department and provide

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

ENQUIRIES : Mr A Mohamed, Tel No: (021) 404-2071
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 : 22 October 2021

POST 35/176 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
 Groote Schuur Hospital

SALARY : R562 800 per annum
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 Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, problem solving, conflict resolution and interpersonal skills. Innovative leadership, communication skills and computer literacy. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Labour relations legislation and relevant public sector policies and protocols. Human Resources and Financial Management, including computer literacy (i.e. Ms Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Speciality.

DUTIES : (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.

ENQUIRIES : Mr A Mohamed, Tel No: (021) 404-2071
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 : 22 October 2021

POST 35/177 : **OPERATIONAL MANAGER NURSING SPECIALITY: ICU (PAEDS)**
 Red Cross War Memorial Children's Hospital

SALARY : R562 800 per annum (PN-B3)
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-

basic nursing qualification with duration of at least 1-year accredited with the SANC Medical and Surgical Nursing Science: Critical Care Nursing: Child in terms of R212. 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 Intensive Care Units, after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Will be required to work shifts, night duty, weekends and public holidays. Competencies (knowledge/skills): Computer literacy in MS Word package. Ability to communicate is at least 2 of the official languages of the Western Cape. Knowledge and insight of the relevant legislation and the 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.

DUTIES : (key result areas/outputs): The candidate will be responsible for planning, managing, co-ordinating and maintaining an optimal, specialised nursing service as an Operational Manager in a Paediatric setting. Effective management and utilisation 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 development. Engage with and live out the core values of the Department of Health.

ENQUIRIES : Ms M Franken, Tel No: (021) 658-5187
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 : 22 October 2021

POST 35/178 : **ASSISTANT DIRECTOR: THERAPEUTIC AND MEDICAL SUPPORT SERVICES: GRADE 1**
 Sub Directorate: Occupational and Equipment Safety

SALARY : Grade 1: R517 326 per annum
CENTRE : (Head Office, Cape Town) (M4 Building based at Karl Bremer Hospital, Bellville)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) in Environmental Health. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) as an Environmental Health Practitioner. Inherent requirement of the job: Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Computer literacy. Knowledge of District Health Planning.

DUTIES : (key result areas/outputs): Coordinate the effective control over the sale of Group I Hazardous substances to co-ordinate the investigation of chemical poisonings. Data analysis and reporting procedures. District Health Planning, management, monitoring and evaluation environmental health programs, Data analysis and reporting procedures. Effective monitoring, evaluation and support of District Municipal Environmental Health services. Effective support to the management of Provincial Health Care Risk Waste (HCRW) so as to be able to support districts and health institutions with the National/Provincial. Implementation plan for management. Interface between National and District Environmental Health services and implementation Support. Previous exposure to dealing with and managing Disaster and Outbreak interface between public and private sectors in Health Services. The overall planning and management of Environmental Health. Working closely with the Provincial Communicable Disease Control (CDC) component on the effective co-ordination of the response to notified medical conditions.

ENQUIRIES : Mr A Thomas, Tel No: (021) 918-1233

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 : 22 October 2021

POST 35/179 : **ULTRASOUND RADIOGRAPHER GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R395 703 per annum
Grade 2: R466 119 per annum
Grade 3: R549 066 per annum (plus a non-pensionable rural allowance of 17 % of basic annual salary)

CENTRE : Beaufort West Hospital
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 in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Minimum of 10 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Minimum of 20 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years' relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Inherent requirements of the job: Valid Code EB driver's licence and willingness to travel long distances. Physically able to perform the duties required. Competencies (knowledge/skills): Thorough knowledge of ultrasonography techniques and protocols. Ultrasound scanning experience and ability to work independently and in a team. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Good interpersonal communication and decision-making skills. Computer literacy (MS Word, PowerPoint and Excel). Comprehension knowledge of radiation protection and sonography equipment safety.

DUTIES : (key result areas/outputs): Responsible for the smooth running of the department and professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Provide a sonography service to support the general specialist disciplines in Beaufort West Hospital and surrounding Geographical Service Areas. Participate in CPD training programmes.

ENQUIRIES : Ms M van Wyk, Tel No: (023) 414-8200
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 : 22 October 2021

POST 35/180 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA AND EMERGENCY)**
Rural Health Services

SALARY : Grade 1: R383 266 per annum (PN B1)
Grade 2: R471 333 per annum (PN B2)

CENTRE : George 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. Registration with a professional council: Registration with the

SANC as a Professional Nurse and proof of current annual registration with SANC for 2021. 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 Trauma & Emergency Nursing science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise & coordinate the service by analysing, problem solving & decision making. Leadership towards the realisation of strategic goals and objectives of the Trauma & Emergency Department.

DUTIES : (key result areas/outputs): Use expert knowledge and skills to ensure quality appropriate patient care are met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Trauma & Emergency service, according to audits and appropriate data. Support the unit manager/Operational manager (OPM) in the co-ordination, organising and control over the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.

ENQUIRIES : Ms LK de Goede Tel No: (044) 802-4352
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 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 : 22 October 2021

POST 35/181 : **CLINICAL NURSE PRACTITIONER: GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
 (Garden Route District)

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

CENTRE : Thembalethu CDC, George Sub- district
REQUIREMENTS : 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. Post-Basic nursing qualification with duration of at least one-year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned

- above. Inherent requirements of the job: A valid (Code B/EB) drivers' licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : (key result areas/outputs): Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPO's. Collect data and submit reports. Provide PHC services to the surrounding communities.
- ENQUIRIES APPLICATION** : Ms MJF Marthinus, Tel No: (044) 814-1100
: 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** : 22 October 2021
- POST 35/182** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: CLINICAL NURSE TRAINING)**
(Chief Directorate: Metro Health Services)
- SALARY** : Grade 1: R383 226 per annum (PN-B1)
Grade 2: R471 333 per annum (PN-B2)
- CENTRE REQUIREMENTS** : Mowbray Maternity Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post basic qualification with a duration of at least one year, accredited with SANC in Advance Midwifery and Neonatal Nursing Science. Registration with a professional council: Proof of registration with the SANC as Professional Nurse with the proof of current registration i.e. annual licensing receipt for 2020/2021. 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 speciality after obtaining the one year post basic qualification in the relevant speciality as mentioned above. Inherent requirement of the job: Willingness to work after hours and come in on night when required. Competencies (knowledge/skills): Competent in facilitation, mentoring, coaching, and presentation skills. Computer literacy (MS Office, Excel, Power Point and Internet) (will be tested). Excellent communication skills: verbal, written and report writing. Extensive knowledge of Nursing Act, policies, procedures and protocols pertaining to peri-natal care. Insight into perinatal training initiatives (EOST, ESMOE.). Knowledge of basic and post basic training programmes. Proficient in two of the three official languages of the Western Cape Province.
- DUTIES** : (key result areas/outputs): Assist with the monitoring of the implementation of policies and procedures, protocols and regulations, to maintain good clinical practice standards. Compilation and execution of peri-natal education training programmes .Co-ordinate formal nurse training programmes ((undergraduate / postgraduate) Effective utilization of and material resources. Facilitate learning opportunities for all nursing personnel. Provide professional, technical and educational support for the maintenance of quality perinatal care through proper management of nursing care programmes.
- ENQUIRIES APPLICATION** : Ms B Africa, Tel No: (021) 659-4936
: 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 : 22 October 2021

POST 35/183 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT**
Rural Health Services

SALARY : R316 791 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year Diploma/Degree. Experience: Appropriate experience in the procurement of goods and services, warehouse management, and asset management. Appropriate supervisory experience in a Supply Chain Management environment. Inherent requirements of the job: Ability to work after hours. Valid (Code B/EB) drivers' licence. Competencies (knowledge/skills): Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. An aptitude for working with financial figures and good organisational, managerial and leadership skills. Extensive knowledge and practical experience in Logis and Integrated Procurement Solutions (EPS) and Microsoft Office.

DUTIES : (key result areas/outputs): Responsible for overall management for all Supply Chain Management functions and ensure the effective and efficient application of procurement policies and processes, Demand, Acquisition, Contract, Logistics, Asset and Disposal Management. Inventory control and warehouse management. Responsible for Asset Management processes. System Management (ensure system controller functions are carried out as well as the maintenance of the system) and approver duties on EPS. Accurate and timeous preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Manage all People Management related functions within the component.

ENQUIRIES : Mr T Malgas, Tel No: (044) 802-4347
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : Short listed candidates will be subject to competency testing. No payment of any kind s required when applying for this post. CV's should address experience and knowledge extensively with regard to duties above.

CLOSING DATE : 22 October 2021

POST 35/184 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE/PAYMENTS**
(12 MONTH CONTRACT)
Directorate: Supply Chain Management: Western Cape Health Warehouse

SALARY : R316 791 per annum 37% in lieu of service benefits
CENTRE : (Head Office, Cape Town)
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree with Accounting and/or Mathematics as a passed subject. Experience: Appropriate experience in Finance and Supply Chain Management. Appropriate experience in budget and expenditure management, compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) drivers' licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. Computer literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : (key result areas/outputs): Manage and ensure financial compliance and financial governance within the Western Cape Health Warehouse. Manage all related human resource management functions. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse related stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za

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 : 22 October 2021

POST 35/185 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT (PROCUREMENT)**
(12 Month Contract)
Directorate: Supply Chain Management: Western Cape Health Warehouse

SALARY : R316 791 per annum 37% in lieu of service benefits

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/B-Degree. Experience: Appropriate experience in Supply Chain Management. Appropriate experience compiling monthly reporting. Appropriate supervisory experience. Appropriate experience in at least one of the following Systems: LOGIS, BAS or any other relevant systems. Inherent requirement of the job: Valid Code (EB/B) drivers’ licence. Competencies (knowledge/skills): Good managerial, reporting and report writing skills. literacy (MS Word, Excel and Microsoft Office). Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of relevant and departmental prescripts/policies/procedures and systems. Ability to work independently in a high-pressure environment, and with multiple projects at once, while complying to due dates.

DUTIES : (key result areas/outputs): Manage and ensure compliant acquisition management/ contract management within the Western Cape Health Warehouse. Manage all related human resource management functions as well as providing a support service to the Warehouse Manager. Compilation, analysis, and interpretation of standard reporting relating to inventories and warehouse stock. Analyse information, and compile complex documents as required. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za

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 : 22 October 2021

POST 35/186 : **ARTISAN PRODUCTION: GRADE A TO C (PLUMBING)**
Directorate: Engineering and Technical Support Services (Bellville Mobile Workshop)

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

CENTRE : Head Office, Cape Town

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

DUTIES : (key result areas/outputs): Perform standby duties. Perform necessary administrative functions. Control over tools and materials. Train and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repairs of plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen/Chief Artisan with their duties.

ENQUIRIES : Mr S Qamza Tel No: (021) 830-3755

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 : 22 October 2021

POST 35/187 : **ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)**
 Chief Directorate: Emergency and Clinical Services Support

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

CENTRE : Emergency Medical Services, Pinelands

REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate (Mechanical). Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid code 10 drivers' licence with PrDP. Must be physically fit and able to carry heavy objects. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of Western Cape. Appropriate experience in the Mechanical field, general mechanical repairs. Ability to work independently and under pressure, with good organisational skills. Ability to operate and use required tools and equipment skilfully and safely.

DUTIES : (key result areas/outputs): The necessary administrative function and control of staff. Supervision and assistance with repairs and maintenance. Maintenance and repair of all vehicle assets under the supervision of the Chief Artisan. Assist with the execution of mechanical projects and control over tools and materials. Assist the Chief Artisan with reasonable adhoc duties. Supervision of handyman, Tradesman Aids and intern staff.

ENQUIRIES : Mr H Steenkamp, Tel No: (023) 342-0478

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 : 22 October 2021

POST 35/188 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (8 POSTS)**
 (1 Year Contract)
 Directorate: Supply Chain Management: Western Cape Health Warehouse

SALARY : R173 703 per annum plus 37% in lieu of service benefits

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office administration and rendering support services in a store or warehouse. Appropriate experience in handling stock in a store/warehouse environment. Competencies (knowledge/skills): Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability to collate, verify data, work accurately and methodically. Good interpersonal and organisational skills. Computer skills (MS Word, Excel and Outlook). Knowledge of administrative and/or support duties in a store/warehouse.

DUTIES : (key result areas/outputs): Render an effective and efficient administrative support service in the Western Cape Health Warehouse. Render effective and efficient Warehouse related support functions. Keeping abreast and record relevant and Departmental prescripts/policies and procedures.

ENQUIRIES : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za

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 : 22 October 2021

POST 35/189 : **ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT (BURSARY ADMIN)**
 Directorate: People Development

SALARY : R173 703 per annum

CENTRE : Head Office, Cape Town

REQUIREMENTS : Minimum educational qualification: Senior Certificate. Experience: Appropriate experience in People Development. Appropriate experience in Bursary

Administration. Inherent requirements of the job: Willingness to travel when you required. Working irregular hours. Competencies (knowledge/skills): Computer literacy (MS Office package and MS Outlook). Knowledge and understanding of bursary process and policies. Ability to analyse reports and data. Good communication skills. Organisational skills. Knowledge and experience of BIMS.

DUTIES : (key result areas/outputs): Effective and efficient administration of bursaries in the Department of Health. Handle telephone and written enquiries. Administration and maintenance of BIMS database. Liaise with HEIs and relevant stakeholders. Development and collation of reports. Provide general support to the Directorate: People Development.

ENQUIRIES APPLICATION : Mr M Strydom, Tel No: (021) 483-6610
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 35/190 : **ADMINISTRATION CLERK: ADMISSIONS**
Overberg District

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Railton Community Clinic, Swellendam Sub-district
: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administration experience in Hospital or Clinic Environment. Inherent requirements of the job: Willingness to work extended hours and overtime on short notice to meet operational requirements. Must be able to work on Primary Health Care Information System. Must be able to work under pressure in Clinic Environment. Competencies (knowledge/skills): Computer literacy (MS Windows, Word and Excel). Strong organisational skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Admission of patients maintain patient appointments and schedule appointments for patients. Record keeping, filing and retrieving of folders, tracing of old folders and compiling of new folders, archiving and destruction of folders. Collate patient statistics and reconciliation with Para-medical department records. Responsible for handling telephonic and personal enquiries. Effective support to supervisor and colleagues.

ENQUIRIES APPLICATION : Ms G Van der Westhuizen, Tel No: (028) 514 8400
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 35/191 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT**
(Garden Route District)

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Harry Comay Hospital, George Sub-district
: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience and knowledge of LOGIS procurement system. Competencies (knowledge/skills): Sound theoretical and practical knowledge of asset functions/modules in LOGIS. Applied knowledge of the Accounting Officer System, SCM prescripts, PFMA, PTI and NTR. Problem-solving abilities and analytical thinking. Ability to handle a high work volume and meet strict deadlines. Ability to function independently, as well as part of a multi-disciplinary team. Computer literacy (MS Word, Excel, Outlook (e-mail) and LOGIS). Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of LOGIS procurement system.

DUTIES : (key result areas/outputs): Receive and issue assets and distribute items to end-users. Constant spot checks with Bi-annual stock takes and assist with input for the preparation for the annual financial statements. Maintain 0-9 files and follow up deliveries. Manage and maintain inventory/asset control and the disposal of store items. Control and monitor movement of assets Day to day

administrative duties, audit compliance and handling of enquiries written and telephonically. Adhere to and implement Occupational and Health and Safety standards. Ensure that all transactions comply with legislative requirements and SCM prescripts. Perform procurement duties related to EPS processes, evaluation and adjudication on system.

ENQUIRIES : Mr H Mapolie, Tel No: (044) 814-1156
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 : 22 October 2021

POST 35/192 : **TELECOM OPERATOR**
Groote Schuur Hospital

SALARY : R145 281 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in operating an electronic switchboard, a messaging and paging system. Inherent requirements of the job: Willingness to work shifts, night shifts, weekends and public holidays. Work overtime when required by operational needs. Physically able to hear and speak clearly. Competencies (knowledge/skills): Ability to operate an electronic switchboard. Excellent listening skills and telephone etiquette. Computer literacy in Microsoft Packages (Word, Excel and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Manage switchboard, answer telephonic queries and deliver messages. Ensure that switchboard and telephone equipment is in working order. Monitor, place and record all cellular, national and international calls made. Effectively perform duties in the paging office including sending of bulk sms'. Report all faults to Telkom and other technical service providers. Assist with administration duties at the Telephone Exchange.

ENQUIRIES : Mr JC Corner, Tel No: (021) 404-2303
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 : 22 October 2021

POST 35/193 : **HOUSEKEEPING SUPERVISOR**
West Coast District

SALARY : R145 281 per annum
CENTRE : ID Hospital, Malmesbury, West Coast TB Complex
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate/Applicable Supervisory experience in a cleaning//Housekeeping and Laundry setting within a health or hospital environment. Inherent requirements of the job: Willingness to work shifts which including weekends, public holidays and relief in other departments. Competencies (knowledge/skills): Knowledge of hospital environmental hygiene standards, infection prevention and control, hospitality and management of hospital linen and waste and OHS. Proficient (verbal and written) in at least two of the three official languages of the Western Cape. Supervisory skills and optimal utilisation of sub-ordinates. Ability to perform routine structured tasks. Ability to work in a team environment, independently and self- driven. Ability to adhere to safety standards.

DUTIES : (key result areas/outputs): Responsible for planning, control, organising, performing of tasks related to household, food service, hygiene, linen and waste services. Maintain a high standard of cleanliness and hygiene within the wards. Effective management and control of linen and waste. Effective management of housekeeping and laundry services within the wards and laundry. Effective utilisation, maintenance and safekeeping of supplies and equipment. Render an effective supervision and support service to sister in charge, nursing and Foodservice Unit. Effectively manage the utilisation and supervision of resources. Participate in training, development of staff and adhere to loyal services.

ENQUIRIES : Ms M Sedeman, Tel No: (022) 487-3294
APPLICATION : The District Director: West Coast District, Private Bag x 15, Malmesbury.
FOR ATTENTION : Mr EA Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 October 2021

POST 35/194 : **HANDYMAN (BUILDINGS, ELECTRICAL, PLUMBING, AIR CONDITIONING, CARPENTRY, PAINTING, GLAZING AND VINYL FLOORING WORKSHOP) (7 POSTS)**

SALARY : R145 281 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in handyman work. Appropriate experience in Buildings, Electrical, Plumbing, Air Conditioning, Carpentry, Painting and Glazing and Vinyl Flooring Workshop. Inherent requirements of the job: Willingness to travel and work overtime. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good organising and planning skills and to function independently as well as in a team. Knowledge of appropriate/ relevant Circulars, policies, regulation and instructions.

DUTIES : (key result areas/outputs): Assist with maintenance of the Hospital building projects, Responsible for maintenance and repairs of hospital equipment, provide support to artisan in performing their functions, train and develop of junior subordinates, perform administration related to handyman functions and keep records elementary and statistics.

ENQUIRIES : Mr ZR Mhlanga, Tel No: (021) 938-6550
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 October 2021

POST 35/195 : **GROUNDSMAN (GROUNDS AND GARDENING)**

SALARY : R102 534 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience. Inherent requirements of the job: Be able to operate garden machinery (lawn movers and brush cutters). Valid Code (B/EB) driving licence as well as the ability to operate and drive a tractor would be advantageous. Competencies (knowledge/skills): Gardening skills including landscaping and irrigation systems. The ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Responsible for maintenance of facility (garden and terrain) as well as bondage of machinery. Ensure that grounds and gardens are maintained (horticultural aspects). Support to the supervisor.

ENQUIRIES : Ms CB Johnson, Tel No: (021) 938-5327
APPLICATION : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 October 2021

POST 35/196 : **GENERAL WORKER (STORES ASSISTANT) (4 POSTS)**
 Chief Directorate: Supply Chain Management, Western Cape Health Warehouse
 (12 Month Contract)

SALARY : R102 534 per annum plus 37% in lieu of service benefits
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Warehouse environment. Inherent requirements of the job: Physical ability to lift heavy boxes. Physical ability to operate loaded pallet jacks within normal limits. Competencies (knowledge/skills): Proficiency

- in at least two of the three official languages of the Western Cape. Ability to read and write.
- DUTIES** : (key result areas/outputs): Loading and offloading of stock on the trucks and vans. Move goods to and from different sections via a pallet jack or forklift. Pack stock in boxes according to standards. Receipt of stock from bulk stores. Preparation of stock for courier distribution. Preparation of stock for collection by demanders. Maintain hygiene in the warehouse area.
- ENQUIRIES APPLICATION** : Mr Q Manuel, email: Quinton.Manuel@westerncape.gov.za
- FOR ATTENTION** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.
- NOTE** : Ms C Dawood
- CLOSING DATE** : No payment of any kind is required when applying for this post.
22 October 2021
- POST 35/197** : **HOUSEHOLD AID (23 POSTS)**
- SALARY** : R102 534 per annum
- CENTRE** : Tygerberg Hospital, Parow Valley
- REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience as a household aid in a hospital environment. Inherent requirement of the job: Physically able to move freely between various areas of the hospital. Must be able to work shifts, weekends and night-duty. Competencies (knowledge/skills): Good interpersonal relationship. Extensive knowledge of routine cleaning processes and handling of equipment. Good written and verbal communication skills in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties (i.e. sweep, dust, mop, scrub, polish, refuse handling) and maintenance of general neatness and hygiene. Effective and efficient utilisation and storage of cleaning material and equipment. Adhere to safety precautions, infection control principles and ensure adherence to occupational health and safety policies. Maintain a high standard of neatness and hygiene. Optimal support to Supervisor, Housekeeper and colleagues.
- ENQUIRIES APPLICATION** : Mr ZR Mhlanga Tel No: (021) 938-6550
- FOR ATTENTION** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.
- NOTE** : Ms V Meyer
- CLOSING DATE** : No payment of any kind is required when applying for this post.
22 October 2021
- POST 35/198** : **FOOD SERVICE AID (5 POSTS)**
Groote Schuur Hospital
- SALARY** : R102 534 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardised recipes. Appropriate experience of the Cook-Chill System. Appropriate experience with patient's service.i.e., ward hostess. Inherent requirements of the job: Ability to work shifts (weekends and public holidays). Must be willing to enter hospital wards and serve patients. Ability to do work of physical natures. Competencies (knowledge/skills): Ability to maintain good interpersonal skills. Ability to communicate in at least two of the three official languages of Western Cape. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner or an Assistant Chefs, will be an added advantage. Ability to function within a team and work under pressure.
- DUTIES** : (key result areas/outputs): Utilise the Cook Chill System, prepare, cook, plate, regenerate, serve meals and beverages for the patients in accordance with the PAWC Food Service Policy. Follow standardised PAWC Receipts and Menus. Clean and maintain the kitchen area and equipment as well adhere to health and safety regulations. Communicate with patients and kitchen staff as well as give feedback about problems and make recommendations to the Food Service Supervisor. Dress according to Departmental specifications and adhere to Hospital / PAWC Policy.

ENQUIRIES : Ms AS van Schalkwyk, Tel No: (021) 404-4042
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 : 22 October 2021

POST 35/199 : **CLEANER**
West Coast District

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

DUTIES : (key result areas/outputs): General cleaning and maintenance of cleaning equipment. Dusting, sweeping, polishing, scrub and mop of floors, passages, furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective use of cleansing agents and stock. Responsible for general hygienic and safe environment. Handling of cleaning equipment. Elementary stock control.

ENQUIRIES : Ms M Kleinhans, Tel No: (027) 213-5063
APPLICATION : The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

FOR ATTENTION : Ms M Tangayi
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 October 2021

POST 35/200 : **DRIVER (LIGHT DUTY VEHICLE)**
Cape Winelands Health District

SALARY : R102 534 per annum
CENTRE : Robertson Hospital
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy. Experience: Appropriate experience in transportation of employees, and goods. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to be on standby, work overtime and to work on weekends and public holidays. Physically fit and able to lift and load heavy items. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of Transport Regulations. Ability to accept accountability, responsibility and to work independently.

DUTIES : (key result areas/outputs): Daily transporting of official passengers, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required.

ENQUIRIES : Ms E Volschenk, Tel No: (023) 626-8567
APPLICATION : The Manager: Medical Services: Langeberg Sub District, Private Bag X617, Robertson 6705.

FOR ATTENTION : Ms T Padiachy
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 22 October 2021

POST 36/201 : **GENERAL WORKER (STORES ASSISTANT)**
Central Karoo District

SALARY : R102 534 per annum
CENTRE : Beaufort West Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in a store. Appropriate driving experience. Inherent requirements of the job: Valid Code B/EB driver's licence. Working overtime. Standby duties.

Ability to lift heavy items. Must have sober habits. Competencies (knowledge/skills): Good communication and interpersonal skills. Proficient in two of the three official languages of the Western Cape. Must be able to perform physical duties.

DUTIES : (key result areas/outputs): Assist the Provisioning Clerk with the handling of stock. Timeous delivery of stock to wards, departments, theatres, hospitals and clinics in a cost effective and safe manner. Assist clerks with the receipt, storage and issuing of stock. Ability to pick up heavy boxes or bags. Maintaining the audit trail of deliveries. Clean stores and offices on a regular basis. Relieve driver when required.

ENQUIRIES : Ms E Abrahams, Tel No: (023) 414-8200

APPLICATION : The District Manager: Garden Route District, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

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

CLOSING DATE : 22 October 2021

**DEPARTMENT OF HUMAN SETTLEMENTS,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 25 October 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 35/202 : **PERSONAL ASSISTANT: AFFORDABLE HOUSING REF NO: HS 39/2021**

SALARY : R257 508 per annum (level 7)

CENTRE : Department of Human Settlements, 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 rendering administrative support services to management. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation/policies/prescripts and procedures; Office administration; Database management; Financial administration; Information and records management; Procurement processes; Understand the functioning, systems and processes of government; Proven computer literacy (MS Office); Good written and verbal communication skills; The following skills: Organising, planning, record keeping, grooming and presentation, customer/client liaison and people skills; Telephone etiquette and typing skills.

DUTIES : Provide a secretarial/receptionist support service to the Director: Affordable Housing; Render administrative support services which includes procurement; Provide support to the director regarding meetings; Support the director 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.

ENQUIRIES : Ms K August at Tel No: (021) 483 2591

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 LOCAL GOVERNMENT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 25 October 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 35/203 : **ADMINISTRATION CLERK: DISTRICT AND LOCAL PERFORMANCE MONITORING, REF NO: LG 28/2021**

SALARY : R173 703 per annum (level 5)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Basic Accounting System (BAS); Document tracking, storage and retrieval; Office administration; Skills needed: Proven computer literacy (MS Word, MS Excel, MS PowerPoint; Internet and emails); Written and verbal communication; Time management; Interpersonal; Good planning and organising; Ability to work in a team and independently; Ability to work under pressure.

DUTIES : Coordinate and administer the Directorate's budget; Arrangements for accommodation (air travel and taxi); Personnel matters; General administration; Arrangement of management meetings.

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>

**DEPARTMENT OF THE PREMIER,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 25 October 2021
NOTE : This post was advertised in SMS Vacancy Bulletin No. 09 of 2021 with a closing date of 16 August 2021. If you previously applied, you need not re-apply as your application will still be considered. Only applications submitted online will be accepted. All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. 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. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following

link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/>
Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

MANAGEMENT ECHELON

- POST 35/204** : **DIRECTOR: PROVINCIAL FORENSIC SERVICES, REF NO: DOTP 31/2021**
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Commerce/ Law/ Auditing/ Forensics; A minimum of 6 years relevant middle-management experience in a forensic services environment; Reactive and proactive forensic experience; A valid driving licence, or alternative mode of transport for people with disabilities; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Recommendation: A professional designation relevant to the forensic profession (e.g. CFE, FP (SA)); and B.Com (Hons) Forensic Accounting / LLB. Competencies: Extensive knowledge of forensic related principles (i.e. investigative capacity and subsequent follow-up); Strategic planning skills that assists in strategically positioning the chief directorate to align to the strategic direction; Excellent communication skills at an executive management level (verbal and written); Ability to communicate at all levels and across sectors utilising various media; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Resilient and innovative.
- DUTIES** : Assessment of allegations reported in line with approved forensic methodology and working practices, decide on investigation approach, scope and drive finalization of investigations for allocated departments; Drive the implementation of recommendations made; Quality assurance of investigations and reports on investigations; Quality review of reports and other deliverables to ensure that the quality of work and service are of desired standards; Project manage and monitor the activities of the directorate; Reporting to executive management and oversight bodies on forensic related matters, including proactive forensic services rendered to allocated departments; Monitoring and reporting on the delivery of proactive forensics services; Client service management of allocated departments and maintain professional relationships with all stakeholders.
- ENQUIRIES** : Mr Ruthven Janse van Rensburg at (021) 483 0901
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : This post was advertised in SMS Vacancy Bulletin No. 09 of 2021 with a closing date of 16 August 2021. If you previously applied, you need not re-apply as your application will still be considered

DEPARTMENT OF SOCIAL DEVELOPMENT WESTERN CAPE GOVERNMENT

- CLOSING DATE** : 25 October 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 35/205 : **STATE ACCOUNTANT: FINANCIAL ADMINISTRATION (GEORGE), REF NO: DSD 135/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Finance; A minimum of 2 years relevant financial experience. Competencies: Proven Knowledge in the following: Public Finance Management ACT (PFMA), National Treasury Regulations (NTR), OPTI, Division of Revenue Act (DORA), department instructions and delegations; compilation of financial statement; Financial Management Systems (FMS) and PERSAL; Cash flow procedures (monthly reporting on revenue and expenditure; Budget process; Analytical problem solving; Report writing; Communication (written and verbal) skills; Proven computer literacy (MS Office packages); Numeri and mathematical skills.

DUTIES : Co-ordinate and check financial supporting information for planning purposes; Supervise the budget preparation process; Collection and recording revenue; Expenditure management; Develop Procurement Plan for the Region; Expenditure analysis; Acquisition management; Contract management; Process payments; Asset Management; Supervise employees.

ENQUIRIES : Ms M Hendricks Tel No: (044) 814 1685
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 35/206 : **ADMINISTRATIVE SUPPORT OFFICER: SERVICE DELIVERY MANAGEMENT AND COORDINATION, REF NO: DSD 134/2021**

SALARY : R257 508 per annum (Level 7)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages & sound application of relevant computer programmes. (i.e. BAS); Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Draft documentation like submissions, letters; Sound organising, planning and time management skills (for example workshops, conferences, events); Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research Skills; Analyse documents and situations; Ability to access research sources; Function as a team member.

DUTIES : Render line administrative support services: Assist management support staff in all administrative duties; Co-ordinate monitoring and evaluation activities and maintain the relevant systems: Update and maintain the monitoring and evaluation systems for projects; Provide support to the chief directorate for supply chain management; Render advice and liaise with regard to administrative matters.

ENQUIRIES : Ms A van Reenen at Tel No: (021) 483 9392
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 : 25 October 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 36/207 : **ASSISTANT DIRECTOR: TECHNICAL SERVICES (BUILDING)-
EDUCATION INFRASTRUCTURE, REF NO: TPW 89/2021**

SALARY : R470,040 per annum (level 10)
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 3 years appropriate experience in the building environment; A valid code B (or higher) driving licence. Recommendation: Project Management experience in built environment projects. Competencies: Knowledge of the following: Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation, SANS and all relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment Proven computer literacy (Microsoft Excel, Microsoft Outlook, MS Project, MS Word); Excellent administrative ability and record keeping; Communication skills (written and verbal).

DUTIES : Provide Project Management input to maintenance projects to ensure effective delivery; Manage and accurately report on the budget and milestones of maintenance projects; Prepare tender documentation and specifications; Oversee and co-ordinate external PSP teams to carry out maintenance projects effectively; Ensure supervision and quality control is effectively carried out on projects; Assist in managing the Facility Condition Assessments of all Education Facilities; Gather and submit information in terms of EPWP; Maintain and update various reporting systems; Manage and supervise the performance and conduct of sub-ordinate staff.

ENQUIRIES : Mr N. Nolan at Tel No: (021) 483-9233
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 35/208 : **CHIEF WORKS INSPECTOR (ELECTRICAL): PROGRAMME/PROJECT
INFRASTRUCTURE DELIVERY (HEALTH), REF NO TPW 90/2021**

SALARY : R316 791 per annum (level 8)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the electrical environment; or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience in an electrical working environment; A valid (code B or higher) driving licence. Competencies: Knowledge of the following: Facets of the construction industry and National building regulations; SANS 10142 (Electrical wiring code) compilation of specifications and tender regulations; Proven Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level (verbal and written); Ability to work well within a team.

DUTIES : Deliver infrastructure maintenance, upgrading and minor new works; Project management and administration in respect of scheduled and unscheduled maintenance works are executed by contractors; Manage the activities of contractors on construction sites, and exercise quality control on projects; Preparation of tender documentation, specifications and Bills of Quantities; Analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submission of facility condition reports of health facilities; Maintain and report progress consistently to the department management information system and back up documents and information to the database.

ENQUIRIES : Mr L. Titus at Tel No: (021) 483 5215
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 35/209 : **ADMINISTRATION CLERK: STATUTORY REPORTING AND STAKEHOLDER RELATIONS (2 POSTS), REF NO: TPW 85/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification); A valid code B (or higher) driving license. Competencies: A good understanding of the following: Government Motor Transport administration; Professional approach towards service delivery; Skills needed: Verbal and written communication; Good writing; Customer care; Proven computer literacy (MS Word, Excel, PowerPoint); Planning and organising; Problem solving and analytical; Ability to work in a team and independently; Ability to work under pressure and meet strict deadlines.

DUTIES : Render the following client services: Support function; Provisioning; Administration and record keeping in terms of Client Service Level Agreements; Relationship support services; Service delivery monitoring; Financial control (Sectional Buyer) assistance.

ENQUIRIES APPLICATIONS : Ms N Mohamed-Simons at Tel No:(021) 467 4741
: 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 35/210 : **ADMINISTRATION CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN), REF NO: TPW 87/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification, course or training certificate in Training Management or Human Resource Management; Relevant administration experience in a training environment; A valid Code B (or higher) driving license. Competencies: Knowledge and understanding of the following: Legislation, Regulations and Public Service rules regarding training and human resource related matters; Skills Development and Training; Supply Chain Management; Skills Programmes, learnerships, ABET learning programmes and recognitions of prior learning; Proven computer literacy (MS Word, Excel, MS PowerPoint); Communication skills (written & verbal); Ability to work under pressure and meet strict deadlines; Ability to work independently and apply own initiative at times; Conflict and diversity management; Self-motivate.

DUTIES : Undertake skills development and coordinate training; Provide secretariat functions; Coordinate leaderships, Skills Programmes, ABET learning Programme and Bursary applications; Obtain quotations for courses; Provide administrative assistance in the day to day planning, organising and coordination of technical and administrative courses; Maintenance of electronic database and manual filing system; Undertake career planning for all personnel; Conduct information sessions with staff with regard to training needs; Assist with other human resource functions (labour relations, leave, performance management, probations and injury on duty).

ENQUIRIES APPLICATIONS : Ms J Hendriksz at Tel No: 044 272 6071
: 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 35/211 : **REGISTRY CLERK: HR AND GENERAL OFFICE SUPPORT SERVICES (OUDTSHOORN), REF NO. TPW 92/2021**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 5)
: Department of Transport and Public Works, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience; A valid code B (or higher) driving license. Competencies: A good understanding of the following: Registry duties, practices as well as the ability to capture data and operate computers; Legislative framework governing the Public Service; Storage and retrieval procedures in terms of the working environment; Interpersonal skills; Proven computer literacy (MS Office); Good written and verbal communication skills; Organising and planning skills.

DUTIES : Provide registry counter services; Handle incoming and outgoing correspondence; Render effective filing and record management services; Operate office machines in relation to registry functions; Process documents for archiving and disposal; Type letters and/or correspondence when required; Handle telephonic and other enquires received.

ENQUIRIES : Mr C Kennedy s at Tel No: (044) 272 6071
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 35/212 : **ROAD WORKER SUPERVISOR: ROUTINE MAINTENANCE REGION 2 (UNIONDALE), REF NO: TPW 99/2021**

SALARY : R145 281 per annum (level 4)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (or equivalent qualification); A minimum of 3 years relevant experience; A valid (Code EC1/EC) driving licence with professional drivers permit (PDP). Recommendation: Experience in the following: Civil construction activities; Operating more than one large construction machine; Supervisory experience; Qualification in construction unit standards accredited with the relevant SETA (Sector Education and Training Authority) on NQF Level or higher. Competencies: Good understanding of the following: Building, maintenance and repair of roads; Basic communication skills; Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team.

DUTIES : Supervise the maintenance and building of roads; Inspect work, supervise and train workers; Handle and maintain machines and aids which are used for road maintenance and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health and Safety Act; Discipline subordinates and apply proper labour relations.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/213 : **DRIVER WITH SECONDARY FUNCTIONS: HR AND GENERAL SERVICES (OUDTSHOORN), REF NO: TPW 91/2021**

SALARY : R145 281 per annum (level 4)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Grade 10 (Junior certificate or equivalent qualification); A minimum of 1-year relevant experience; A valid driving licence (code B or higher). Recommendation: A valid Code 10 driving license with PDP. Competencies: A good understanding of the following: Procedures to operate the motor vehicle; Prescripts for the correct utilisation of the motor vehicle; Maintenance of motor vehicles; Registry functions; Communication (written and verbal) skills; Interpersonal and organising skills; Numeracy and literacy; Teamwork and ability to work independently.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents); Do routine maintenance on the allocated vehicle and report defects timely; Complete all the required and prescribed records and log books with regard to the vehicle and goods handled; Render a clerical support/messenger service in the relevant office; Collect and deliver documentation and related items in the department; Copy and scanning documents; Assist in registry.

ENQUIRIES : Mr C Kennedy at Tel No: (044) 272 6071
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : 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. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/214 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (5 POSTS AVAILABLE IN GEORGE), REF NO: TPW 93/2021**

SALARY : R122 595 per annum (level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/215 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN LADISMITH), REF NO. TPW 94/2021**

SALARY : R122 595 per annum (level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government

<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.
<u>POST 35/216</u>	:	<u>ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (3 POSTS AVAILABLE IN LAINGSBURG), REF NO: TPW 95/2021</u>
<u>SALARY</u>	:	R122 595 per annum (level 3)
<u>CENTRE</u>	:	Department of Transport and Public Works, Western Cape Government
<u>REQUIREMENTS</u>	:	Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
<u>DUTIES</u>	:	Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
<u>ENQUIRIES</u>	:	Mr D Plaatjies at Tel No: (044) 272 3699
<u>APPLICATIONS</u>	:	To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za . Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
<u>NOTE</u>	:	To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/217 : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN PLETTENBERG BAY), REF NO: TPW 96/2021**

SALARY CENTRE REQUIREMENTS : R122 595 per annum (level 3)
: Department of Transport and Public Works, Western Cape Government
: Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr D Plaatjies at Tel No: (044) 272 3699
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

POST 35/218 : **ROAD WORKER: ROUTINE MAINTENANCE: REGION 2 (UNIONDALE), REF NO. TPW 97/2021**

SALARY CENTRE REQUIREMENTS : R122 595 per annum (level 3)
: Department of Transport and Public Works, Western Cape Government
: Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.

DUTIES : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES APPLICATIONS : Mr D Plaatjies at Tel No: (044) 272 3699
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

NOTE : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of

the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.

- POST 35/219S** : **ROAD WORKER: ROUTINE MAINTENANCE REGION 2 (2 POSTS AVAILABLE IN OUDTSHOORN), REF NO. TPW 102/2021**
- SALARY** : R122 595 per annum (level 3)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Basic literacy and numeracy (ABET 2/ Grade 5). Recommendation: Experience in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Communication skills; Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team and independently.
- DUTIES** : Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance and improvement of road services, road reserves, road signs, road markings, waterways and structures as well as related activities.
- ENQUIRIES** : Mr D Plaatjies at Tel No: (044) 272 3699
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950; Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum) together with copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The post being applied for and the reference number must be clearly indicated on the Z83 application form. Candidates will be required to complete a practical exercise as part of the interview process. Candidates will be subjected to a medical fitness test as prescribed by the Construction Regulations as contained in the OHS Act 85/1993. Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department.