

**DEPARTMENT OF AGRICULTURE
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 14 March 2022
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 07/117 : **SCIENTIST (PRODUCTION LEVEL): ENTOMOLOGY (STELLENBOSCH - ELSENBERG), REF NO. AGR 10/2022**

SALARY : Grade A: R628 014 - R676 539 per annum
 Grade B: R718 062 - R766 278 per annum
 Grade C: R809 634 - R953 715 per annum (as per OSD prescripts)

CENTRE REQUIREMENTS : Department of Agriculture, Western Cape Government
 : An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree with Entomology as major subject; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Professional Natural Scientist in the appropriate field of practice; 3 years post qualification natural scientific experience in Entomology; A valid (Code B or higher) driving license. Recommendation: MSc degree or higher qualification in Entomology; Experience in crops and production systems in the Western Cape (grain systems, vegetables and alternative crops). Competencies: Knowledge of the following: Integrated pest management in cropping systems of the Western Cape and the management of entomology trials in cropping systems for optimal production and sustainability; Insect and pest management is required; Record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, peer reviewed papers published in scientific journals and accredited conference proceedings and papers in the popular press in the research area; Communication skills at production and scientific level; Research connections with academic institutes involved in entomology and agronomy; Contact with industry and producers; Planning skills that involves managing a complex pest and insect management trial within cropping systems as well as the large data sets involved; Computer literacy in MS Office (Word, Excel, PowerPoint).

DUTIES : Participate with problem identification, problem definition and the prioritization of research needs in the field of entomology in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective research services.

ENQUIRIES APPLICATIONS : Ms A Swanepoel at Tel No: (021) 808 5320
 : 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 07/118 : **OFFICE MANAGER: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (ELSENBERG), REF NO. AGR 06/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Agriculture, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) or higher qualification; A minimum of 3 years' experience in rendering support services to senior management; A valid (Code B or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in administration and executive management support functions. Competencies: Knowledge of the following: Government department function and how the different spheres of government operates; Government practices and policies; Human Resource Management, Labour Relations and Human Capital Development; Financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Proven computer literacy in MS Office; Communication (written and verbal) skills.
- DUTIES** : Render line administrative support services; Execute research, analyse information and compile complex documents for the Programme Manager; Provide support to the Programme Manager with regard to meetings; Manage resources of the office of the Programme Manager; Remain up to date with regard to applicable to prescripts, policies and procedures applicable to the work terrain to ensure efficient and effective support to the manager.
- ENQUIRIES APPLICATIONS** : Mrs S Leukes at Tel No: (021) 808 5097
: 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 07/119** : **CANDIDATE SCIENTIFIC TECHNICIAN: ANIMAL SCIENCES TYGERHOEK RESEARCH FARM (RIVIERSONDEREND), REF NO: AGR 08/2022**
(3-Year Contract Position)
- SALARY CENTRE REQUIREMENTS** : R272 745 per annum (OSD as prescribed)
: Department of Agriculture, Western Cape Government
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher) in Animal Sciences (Animal Production); Registration with SACNASP as a Certificated Natural Scientist (Candidate) is compulsory within six (6) calendar months after appointment; A valid driving license (Code EB or higher). Recommendation: Experience and knowledge of Wool-sheep farming (General management of sheep e.g. vaccinating, dosing, hoof clipping, etc.) and Wool classing (Springbuck head certificate). Registration with SACNASP as a Certificated Natural Scientist. Competencies: Knowledge of the following: Legal compliance; Research and development; Computer-aided scientific applications; Technical report writing; Creating high performance culture; Professional judgment; Data analysis; Mentoring. Skills needed: Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication (written and verbal); Computer literacy; Networking; People management; Planning and organising; Conflict management; Change management; Problem solving and analysis
- DUTIES** : Render basic technical assistance in research projects for the development of more efficient farming practices: Participate in planning of technical execution of research projects; Utilize available resources as required in the project plan; Execute technical aspects according to the project plan by providing technical advice and guidance to support staff, conducting research trials, gathering and capturing of raw data and and reporting to the Control Scientific Technician on a continuous basis; Management of assigned resources under the supervision of the Researcher. Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan: Perform all administrative and related functions; Contribute to compilation of reports as required; Control assets allocated to projects; Monitor expenditure; Supervise personnel; Comply with the Public Service prescripts. Render basic advice and disseminate technical information to applicable role players: Handling of enquiries; Practical demonstrations; Provide inputs with regard to publications as required; Publish popular articles and present posters at congresses/symposia. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
- ENQUIRIES APPLICATIONS** : Dr A Scholtz at Tel No: (021) 808 5231
: 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 07/120 : **ADMINISTRATION CLERK: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT (LADISMITH), REF NO. AGR 11/2022**

SALARY : R176 310 per annum (level 5)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Secretarial diploma; Relevant experience; A valid (Code B or higher) driving licence. Competencies: A good understanding of general administration and secretarial duties; Proven computer literacy; Written and verbal communication skills; Sound organisation and leadership abilities; Ability to do the following: Work in a team, work under pressure, prepare and deliver good presentations.

DUTIES : Provides the following: Secretarial support to the agricultural advisors; Administrative support to the agricultural advisors; General office administration; Secretariat and logistical support for all meetings and events; Travel to meetings and provide the necessary support; Liaise with all stakeholders related to the Comprehensive Agricultural Support Programme; Practicing the eight Batho Pele principles.

ENQUIRIES : Mr W Burger at Tel No: (044) 803 3747
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 07/121 : **FARM AID: FARM SERVICES (OUDTSHOORN) REF NO. AGR 9/2022 (2 POSTS AVAILABLE)**

SALARY : R104 073 per annum (level 2)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : Basic Literacy and Numeracy (ABET level 2/Grade 7 or equivalent qualification) Recommendation: Working knowledge and skills in the following: General farm work; Working with farm animals; Farm infrastructure construction and maintenance (e.g. fencing, building and water pipe systems; Advanced experience working with ostriches. Competencies: A good understanding of infrastructure; General farm work; Ostriches; Irrigation of lucerne on land; Cleaning of facilities; Basic communication skills.

DUTIES : Planting, harvesting, irrigation, loading and off-loading; General routine activities – infrastructure; Animal sciences and research; Plant sciences and research; Weekend/holiday duties

ENQUIRIES : Mr S Engelbrecht at Tel No: (044) 203 9408
APPLICATIONS : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: 1. Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950, Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 22 March 2022

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

CLOSING DATE : 14 March 2022
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 07/122 : **ASSISTANT DIRECTOR: LOGISTICS, CONTRACT & PERFORMANCE MANAGEMENT, REF NO. CAS 02/2022**

SALARY : R382 245 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) in Supply Chain Management, Financial Management or Public Management; A minimum of 3 years supervisory experience related to logistics, contract and performance management. Recommendation: A valid driving license (Code B or higher). Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); SCM framework; Financial Systems (LOGIS, BAS, etc); General Conditions of the Contract & Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills needed: Report writing; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal). Ability to work independently and as part of a team.

DUTIES : Coordinate and review the following: The processing of requisitions for goods and services and payment documents; Supervise monitor, analyse and determine actions to ensure proper contract management; Supervise and monitoring the SCM environment; Supervise employees to ensure an effective logistics, contracts and performance management; Administration.

ENQUIRIES : Ms L. Sawall at Tel No: (021) 483 8032
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 : 14 March 2022
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 07/123 : **ENVIRONMENTAL OFFICER (PRODUCTION LEVEL): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT REGION 3-GEORGE), REF NO. EADP 04/2022**

SALARY : R276,831 per annum (OSD as prescribed).
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Sciences or Environmental Sciences/Management; A valid driving license (Code B or higher). Recommendation: Working knowledge in the review of EIA applications. Competencies: Knowledge in the following: Integrated Environmental Management; Environmental Impact Assessment process; Biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of environmental impact assessments, management plans and environmental monitoring and auditing; Practical implementation of environmental policies, guidelines, norms and standards; Environmental management systems. Skills

- needed: Report writing; Communication (written and verbal); Computer literacy (MS-Office suite); Interpersonal; Problem Solving. Ability to: Meet strict deadlines; Perform under pressure; Work well within a team.
- DUTIES** : Maintain quality and productivity with regard to evaluation of applications in terms of the relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.
- ENQUIRIES** : Mr D. Swanepoel at Tel No: 082 784 7551 OR Email: Danie.swanepoel@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>

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 07/124** : **MEDICAL SPECIALIST GRADE 1 TO 3 (PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R1 122 630 per annum
Grade 2: R1 283 592 per annum
Grade 3: R1 489 665 per annum (A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).
- CENTRE REQUIREMENTS** : George Regional Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: **Grade 1:** None after registration with the HPCSA as Medical Specialist in Psychiatry. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Psychiatry. Inherent requirements of the job: Commuted overtime contract is compulsory, as well as ability to work after-hours. Valid (Code B/EB) driver's license, as well as willingness and ability to travel. Competencies (knowledge/skills): Ability to (read, write and speak) in at least two of the three official languages of the Western Cape. Knowledge of a public health approach to delivering integrated psychiatric services. Ability to work in integrated multi-disciplinary teams across platforms. Clinical, leadership, administrative, teaching and mentoring skills. Computer literacy in MS Office mandatory. Creativity to develop new ideas which can result in positive changes to existing processes. Appropriate experience in Psychiatry. Ability and experience in teaching.
- DUTIES** : (key result areas/outputs): Specialist psychiatric care to patients (all age groups) at George Hospital and at selected outreach sites in the beautiful Garden Route/Central Karoo districts. Participate in clinical governance of a growing integrated district mental health service. Teaching and clinical supervision of junior and allied mental health practitioners, generalists and medical students within a well-established Rural Training Complex.
- ENQUIRIES** : Dr BE Boon, Tel No: (044) 802-4528, Email: Bernice.Boon@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. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
- CLOSING DATE** : 18 March 2022
- POST 07/125** : **DEPUTY DIRECTOR: COMPREHENSIVE HEALTH**
West Coast District
- SALARY** : R882 042 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : West Coast District Office
- REQUIREMENTS** : Minimum educational qualification: Appropriate 4 year Health related National Diploma/Degree or equivalent registrable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate experience in District Health Services or Health Service Management as well as experience in co-ordinating/managing Health Priority Service Conditions. Inherent requirement of the job: Valid (Code B/EB/C1) driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of the District Health System and strategic plan of the Department of Health (Healthcare 2030) Optimal and efficient Project Management and Financial Management skills. Good knowledge of Health related regulations in respect of Statutory Bodies, Health facility Boards, District health councils. Good interpersonal, leadership and conflict management skills. Computer literacy (Ms. Word, PowerPoint and Excel) and facilitation skills. Good communication skills in at least two of three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Overall management and coordination of an Integrated Comprehensive Health Service in the West Coast District. Facilitate, support and coordinate Home Community Based Services, PHC Clinics and District Hospitals, including monitoring and evaluation of specific targets, indicators and health outcomes in the West Coast District. Facilitate, support, coordinate and evaluation of HIV, AIDS, STI and TB health services in the District. Management of finances and human resources within the Comprehensive Health Component. Liaise and collaborate with relevant role players/NPO's /stakeholders to ensure an integrated health service within the district.
- ENQUIRIES** : Ms C Bester, Tel No: (022) 487-9211, E-mail: Catherina.Bester@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. Applicants will be subjected to competency assessment.
- CLOSING DATE** : 18 March 2022
- POST 07/126** : **DEPUTY MANAGER NURSING (LEVEL 1 AND 2 HOSPITAL)**
(DEPARTMENTS: OPERATING THEATRES, TRAUMA/EMERGENCY, INTENSIVE CARE UNITS, CENTRAL PROCESSING DEPARTMENT)
Groote Schuur Hospital
- SALARY** : R856 272 per annum (A portion of the package can be structured according to the individual's personal needs)
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 (Degree/diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: A minimum of 9 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. A minimum of 4 years of the period referred to above, must be appropriate/recognizable experience at managerial level. Competencies (knowledge/skills): Expertise in Quality Assurance, Infection Prevention and Control and Risk Management. Sound knowledge of Financial Management (FBU), Cost Centre and Supply Chain Management. Experience in Change Management, Leadership, innovation

and strategic and clinical governance. Computer literacy in all MS Word packages. Human Resource Management, ability to work under pressure, meet deadlines, decision-making and problem-solving. Vast experience in Human Resource Management within a Nursing context.

DUTIES : (key result areas/outputs): Provide guidance and leadership towards the realization of strategic goals and objectives of the Nursing Division, 24-hours a day, 7 days a week in clinical portfolios. Effective and efficient management of human, financial and material resources. Provide professional, technical and management support to ensure the provision of quality patient care through proper management of nursing care programs. Promote and participate in nursing research, training and development. Develop, implement, maintain and revise policies, regulations, standards. Deputise for the Senior Manager Nursing. Utilise information technology and other management information for the enhancement of the service.

ENQUIRIES : Mr A Mohamed Tel No: (021) 404-2071/ Dr B Patel (021) 404-3178
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 : 18 March 2022

POST 07/127 : **PHARMACY SUPERVISOR GRADE 1**
Red Cross War Memorial Hospital

SALARY : R833 523 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Red Cross War Memorial Hospital
REQUIREMENTS : Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the South African Pharmacy Council as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): In-depth knowledge of relevant legislation, regulations, policies, and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply-chain instructions applicable to procurement of medicines in the public sector. In-dept knowledge of the PAJA act, contract management and BID specification regulation. Experience in managing pharmaceutical budgets. Leadership and management skills including organizational leadership, strategic planning, and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stakeholder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills. Computer literate in MS Office, especially Excel, Word. Analytical thinking, good planning and organisational skills, an aptitude for accurate mathematical calculations and to compile reports and submissions. Experience in the procurement and financial management of medicine will be advantageous.

DUTIES : (key result areas/outputs): Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure. Interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee (PTC). Ensure compliance to financial and supply chain management regulations. Monitor the quality of data on IT systems in use in Pharmacy such as JAC and EPS. Prepare monthly and bi-annual financial reports. Implement quality improvement processes. Management of the human resources including staff development, labour relations, disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual stock-takes of all Pharmacy locations. Management of assets in the department.

ENQUIRIES : Mr E Williams, Tel No: (021) 658-5031
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 : 18 March 2022

POST 7/128 : **ASSISTANT MANAGER NURSING (SPECIALTY): EMERGENCY CENTRE (OVERNIGHT WARD) AND THUTHUZELA, CARE UNIT AND THEATRE SERVICES**
Chief Directorate: Metro Health Services

SALARY CENTRE REQUIREMENTS : R624 216 per annum (PN-B4)
: Karl Bremer Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Critical Care: General 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 2022 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 APPLICATION : Ms E Linden-Mars, Tel No: (021) 918 1224
: 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.
: 18 March 2022

POST 07/129 : **OPERATIONAL MANAGER NURSING (SPECIALTY: PAEDIATRICS) (MEDICAL WARD F1/F2)**
Red Cross War Memorial Children's Hospital

SALARY CENTRE REQUIREMENTS : R571 242 per annum (PN-B3)
: Red Cross War Memorial Children's Hospital
: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Child 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 a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognisable experience in the specific speciality after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts, public holidays, after-hours, night duty and weekend cover for nursing. Deputising for

		the Assistant Manager: Nursing. Competencies (knowledge/skills): Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts 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). Knowledge of FBU functions and management (ability to work collaboratively within FBUs). (key result areas/outputs): Co-ordinate, Implement and monitor the strategic objectives of nursing, the facility and DoH. Effectively managed and co-ordinated nursing care within a Paediatric setting with set standards and within a legal/Professional framework. Effectively manage and co-ordinate the provision of clinical nursing care for the area. Manage and facilitate both human resources and financial aspects related to the area being managed. Effectively manage and co-ordinate the provision of clinical child nursing care for the area. Effectively participate and commit to a people centred approach to management in the Nursing Division Institution, and Department of Health.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms M Franken, Tel No: (021) 658-5187
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	18 March 2022
<u>POST 07/130</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 GENERAL (SURGICAL UNIT)</u> Chief Directorate: Rural Health Services
<u>SALARY</u>	:	R450 939 per annum (PN-A5)
<u>CENTRE</u>	:	Paarl Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife/Accoucheur. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife/Accoucheur. Experience: A minimum of 7 years appropriate/ recognizable experience after registration as a Professional nurse with the SANC in General Nursing. Inherent requirement 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 Assistant Manager, Nursing. Work night-duty on a planned schedule to relieve Night Nursing Manager. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of labour relations and disciplinary code and procedures. Knowledge and insight of relevant legislation and policy related to nursing within the Public Service. Basic Computer literacy.
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>DUTIES</u>	:	(key result areas/outputs): Supervise and coordinate the provision of an effective and efficient holistic and integrated Nursing Service in the Medical and Surgical Unit. Effective and efficient People Management and People Development within the Department including staff performance and disciplinary processes. Effective management and utilisation of human, financial and physical resources with relevant directives and legislation to ensure optimal operational function in the unit. Initiate, coordinate and participate in training, development and research within the nursing department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations, maintain ethical standards and promote professional growth within the department. Deliver an effective support service to the Nursing Management and the Institution.
<u>ENQUIRIES</u>	:	Ms AL Solomons, Tel No: (021) 860-2504
<u>APPLICATION</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>CLOSING DATE</u>	:	18 March 2022

POST 07/131 : **CLINICAL PROGRAMME CO-ORDINATOR: GRADE 1 (UNIT FOR INFECTION PREVENTION AND CONTROL)**

SALARY : Grade 1: R450 939 per annum
CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Coordinator where it is inherent requirement of the job, incumbent to maintain registration with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends and public holidays. Competencies (knowledge/skills): 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. Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight related to Infection Prevention and Control. Knowledge of relevant legislation and policy related to IPC within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

DUTIES : (key result areas/outputs): Responsible for planning, managing, co-ordinating and maintaining an optimal Infection prevention and control service to Tygerberg Hospital. 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. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms FC Marthinus, Tel No: (021) 938-4055
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 : 18 March 2022

POST 07/132 : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: PSYCHIATRY)**

Chief Directorate: Metro Health Services

SALARY : R450 939 per annum (PN-A1)
CENTRE : Lentegour 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. Registration with a professional council: Registration with the SANC as Professional Nurse. Inherent requirement of the job: Valid code (B/EB) drivers licence. Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. 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. Ability to manage the hospital after-hours and rotate on night duty. Word and Excel literacy, Knowledge of FBU functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric and Intellectual Disability services.

DUTIES : (key result areas/outputs): Supervise, co-ordinate and delegate the provision of effective and efficient client care through adequate excellent quality care. Maintain constructive working relationships with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary teamwork). Effective and efficient management of all resources. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Maintain professional growth and ethical standards and promote quality of nursing care.

ENQUIRIES APPLICATION : Ms K Tukutezi Tel No: (021) 370-1271/ Ms BL McKay, Tel No: (021) 370-1248
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.
18 March 2022

POST 07/133 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE)**
West Coast District

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)

CENTRE REQUIREMENTS : Piketberg CDC, Bergriver-Sub District
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. A post basic nursing qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a Professional Council: Current registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable nursing experience after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification in the specific specialty. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Knowledge of Community Oriented Primary care. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel).

DUTIES : (key result areas/outputs): The effective management and execution of relevant Curative Programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Child Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant Women's Health within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective management and execution of relevant HAST programs within the scope of practice and to be an advocate for the patient to ensure the provision of necessary health care. The effective provision of high-quality services measured by outcomes of all of the quality assurance activities.

ENQUIRIES APPLICATION : Ms ME Ramokgadi, Tel No: (022) 913-3062
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 to register with the South African Nursing Council (SANC) and proof of payment of the prescribed registration fees to the SANC are submitted with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in a specific post basic qualification with the South African Nursing Council (including individuals who must apply for change in registration status)."
CLOSING DATE : 18 March 2022

POST 07/134 : **PROFESSIONAL NURSE: GRADE 1 TO 2: SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL) (CLINICAL NURSE TRAINING)**

SALARY : Grade 1: R388 974 per annum (PN-B1)
Grade 2: R478 404 per annum (PN-B2)

CENTRE REQUIREMENTS : Worcester Regional Hospital
Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse and Midwife.

A post-basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. **Grade 2:** A minimum of 14 years' appropriate/recognisable experience in nursing after registration with the SANC as a Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Midwifery after obtaining the 1-year post-basic qualification in Midwifery. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Passionate about training and research and willing to work clinically. Willingness to travel and attend formal trainings to be trained as a train-the-trainer in e.g. ESMOE, MBFI, BLS. Willingness to work after hours. Willingness to render acting duties/functions in the absence and on behalf of the Clinical Program Coordinator. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Innovative, Responsive, Resilient and Inspiring. Outstanding theoretical and clinical knowledge in general nursing and more specifically in midwifery and neonatology. Knowledge of relevant legislation pertaining to nursing legislation, related legal and ethical nursing practices, relevant public sector policies and protocols. Critical thinking and good problem-solving skill. Computer Literacy in MS Word, Excel, Outlook and PowerPoint.

DUTIES : (key result areas/outputs): Implementation of induction programmes for all nursing staff. Conduct in-service and formal training for all nursing staff, continuously assess competencies and skills of nursing staff and assign/provide mentoring as required. Identify, plan and provide all relevant Obstetric specific trainings, e.g. ESMOE, MBFI. Active participation in academic and ward rounds, mortality and morbidity reviews, adverse incidents, clinical audits and documentation audits. Continuous contribution to quality patient care and maintenance thereof. Development and implementation of policies, clinical guidelines, protocols, standard operating procedures and relevant nursing documentation. Support of nursing students placed in clinical areas. Efficient and cost-effective management of physical and financial resources within component. Effective information management through accurate collection of data.

ENQUIRIES : Ms RM Bezuidenhout, Tel No: (023) 348-1104
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 : 18 March 2022

POST 07/135 : **STRATEGIC SOURCING SPECIALIST**
 Directorate: Supply Chain Sourcing

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma/Degree. Experience: Appropriate experience of providing secretariat support to Bid Adjudication or Tender Committees, or other committees with a similar strategic value. Inherent requirement of the job: Valid Code B/EB driver's licence. Competencies (knowledge/skills): Ability to handle matters of a confidential nature. Computer Literacy, with advanced competence in MS Word and Excel and good working knowledge of BAS/SYSPRO/LOGIS. Supervisory skills. Excellent written and verbal communication skills in English & Afrikaans, incl. report writing. Analytical skills (with particular focus on

- numerical accuracy, data analysis, data sets and other relevant information). Sound problem-solving skills. Presentation skills. Ability to work under pressure. Supervisory skills. Knowledge of tools for report generation (MS Word, Excel and PowerPoint, etc.)
- DUTIES** : (key result areas/outputs): Manage Procurement Planning & Demand Management Processes for the Department. Provide quarterly updates to stakeholders with regards to procurement plans. Manage the BAC/TC processes (Bid Secretariat). The review of departmental policy processes and regular communication thereon. Operationalizing provincial policy on Demand Management and procurement planning. Reporting. Manage staff and section outputs (Human Resource management).
- ENQUIRIES APPLICATION** : Ms E du Plessis, email address: Eloise.duplessis@westerncape.gov.za
: 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** : 18 March 2022
- POST 07/136** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
West Coast District
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Swartland PHC
: Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in Information Management and Systems. Inherent requirement of the job: Valid code B/EB driver's licence. Willingness to travel. Competencies (knowledge/skills): Knowledge of all applicable health information systems utilised in the Western Cape Health Department. Computer literacy (MS Outlook, Word, Excel and PowerPoint). Good management, leadership abilities and presentation skills. Working knowledge of Clinicom, Sinjani, PHCIS and National and Provincial Indicators. Ability to communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Be responsible for sub-district data management in conjunction with the Sub-District Management Team as well as system implementation and system management. Be responsible for the Monitoring, Evaluation and Interpretation of Health Data on Sub-District level. Assist with the development, interpretation and implementation of policies, practices and procedures. Develop, communicate and implement Strategy & Plans in conjunction with the Sub-District Management Team. Play a supportive role to the District Office with regards to monitoring and evaluation of health information systems on Sub-District level. Be responsible for the management and development of Human Resources as well as supervision in this regard. Ensure the effective usage of stock and resources.
- ENQUIRIES APPLICATION** : Dr A Hawkridge, Tel No: (022) 487-9200
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.
- CLOSING DATE** : 18 March 2022
- POST 07/137** : **SENIOR ADMINISTRATIVE OFFICER: FINANCE (REVENUE, MEDICAL RECORDS, INFORMATION MANAGEMENT)**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Stikland Hospital
: Minimum educational qualification: An appropriate three year National Diploma/ Degree. Experience: Appropriate experience in Admissions, Hospital Fees and Medical Records. Appropriate experience in Information management. Appropriate experience in Clinicom and BAS. Competencies (knowledge/skills): Knowledge of Public Financial Management Act. Knowledge of all relevant financial regulations/ instructions. Knowledge of AR, BAS, JAC and SINJANI. Advanced Computer Literacy. Ability to communicate effectively in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Supervision and control of Admissions, Fees, Medical Records and Information Management Sections. Efficiently administrate admissions of patients by ensuring that all relevant information is

obtained from patient, a positive patient experience is created and CLINICOM is updated. Management of Revenue Section by keeping patients informed with regard to account balances; enquiries updating of information; reconcile of attendances as well as disposals and Cash – ups. Management of account statements by EDI Management Queries resolution, Monthly Clinicom/ BAS reconciliation and mandatory Monthly Reporting. Administration of Records Management Section by prompt and accurate supplying of files (med records) to reception, storage, tracking and control thereof. Management and presentation of data. Support to staff and supervisor.

ENQUIRIES : Mr B Mlambo, Tel No: (021) 940-4530
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 : 18 March 2022

POST 07/138 : **PERSONAL ASSISTANT (OFFICE OF THE SENIOR MANAGER MEDICAL SERVICES)**
 Groote Schuur Hospital

SALARY : R261 372 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: Senior certificate with an appropriate post-matric Secretarial or Office Management qualification or appropriate equivalent qualification of a minimum duration of 12 months. Experience: Appropriate experience in rendering secretarial and administrative management support to a Senior Executive Manager in a professional environment. Competencies (knowledge/skills): Full Computer literacy (Office Suite, i.e Ms Word, Excel, Outlook and PowerPoint). Ability to work fully independently and utilise own initiative to complete task and projects. Ability to execute duties accurately, thoroughly and on time and ability to work under pressure. Good interpersonal skills, Good planning, organisational and presentation skills. Good conflict management skills. Excellent telephone etiquette, displaying empathy to client and staff alike. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Able to compile and write relevant documents.

DUTIES : (key result areas/outputs): Provide a secretarial support service to the Senior Manager Medical Services. Provides administrative support in terms of adhering to personnel requirements by staff directly reporting to the SMMS. Supports and undertakes appropriate projects. Manages the comprehensive administration of all research applications and approvals for GSH. Provide administrative support services with regards to meetings, including minute taking. Execute office and general administrative duties. Manage electronic document tracking system. Typing of documents, reports and correspondence. Effective records management and filing systems. Effective use of resources and consumables. Relief and other related duties.

ENQUIRIES : Dr B Eick, Tel No: (021) 404-6288
APPLICATION : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a practical test.
CLOSING DATE : 18 March 2022

POST 07/139 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL) (CLINICAL NURSE TRAINING: CBS)**
 West Coast District

SALARY : Grade 1: R260 760 per annum (PN-A2)
 Grade 2: R320 703 per annum (PN-A3)
 Grade 3: R388 974 per annum (PN-A4)
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with a professional council: Proof of current registration with the SANC. Experience: **Grade 1:** None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. **Grade**

3: A minimum of 20 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Inherent requirements of the job: A valid driver's (Code B/EB) licence. Willingness to travel. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Knowledge and understanding of Community Based Services and the NPO Sector. Computer literacy in (Ms. Excel, Word, and PowerPoint). Proficiency in report writing. Appropriate training/facilitation experience.

DUTIES : (key result areas/outputs): Facilitate and teach the formal training programme developed for the Community Health Workers. Facilitate the in-service training/updating of skills and competencies (including mentoring and coaching) as well as the orientation of the Community Care Workers. Conduct, monitor and evaluate all training activities offered to Community Care Workers. Assist with other nurse training according to needs identified within the district.

ENQUIRIES : Mrs C Engelbrecht, Tel No: (022) 487-9361

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

NOTE : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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 : 18 March 2022

POST 07/140 : **CHILD MINDER**
Red Cross War Memorial Children's Hospital

SALARY : R124 434 per annum
CENTRE : Red Cross War Memorial Children's Hospital
REQUIREMENTS : Minimum educational qualification: Numeracy and Literacy and a Child Care Certificate. Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shift weekends and public holidays and overtime and/or rotation basis. Competencies (knowledge/skills): Ability to work independently and within a team. Ability to perform child minding activities, multitask and take overall responsibility for each child. Educare teaching and training skills. Ability to communicate in at least two of the three official languages of the Western Cape.

DUTIES : (key result areas/outputs): Provide quality childcare to children at the Red Cross War Memorial Children's Hospital Chéche and create a safe, stimulated and happy environment for the children. Supervise/look after the children between the ages 4months to 6 years. Receive the children and parents in a warm and professional manner. Provide effective communication within and outside the institution. Report incidents or abnormalities to the relevant manager, parent or guardian. Basic education and training of children and monthly reporting. Maintain a clean and healthy environment to prevent infections.

ENQUIRIES : Ms G Cloete, Tel No: (021) 658-5063

APPLICATION : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag x 5, Rondebosch, 7700.

FOR ATTENTION : Ms T Nqola

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

CLOSING DATE : 18 March 2022

POST 07/141 : **OPERATOR (PNEUMATIC TUBE STATION)**
Groote Schuur Hospital

SALARY : R124 434 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work shifts (weekends included). Willing to work under pressure and irregular hours as required. Competencies (knowledge/skills): Knowledge of the Tube distribution service. Ability to

- communicate (verbal and written) in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Responsible for the operational function of the Pneumatic Tube System, the dispatch of tubes and telephonic queries/requests. Responsible for reporting defective specimens. Responsible for transporting specimens from various wards to various laboratories. Responsible for receipt/dispatch of specimens, postal forms, medical reports and other related documents.
- ENQUIRIES** : Mr L Terblanche, Tel No: (021) 404-5037
- APPLICATION** : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
- FOR ATTENTION** : Mr MS Benjamin
- NOTE** : No payment of any kind is required when applying for this post. Successful candidates may also be required to undergo competency assessment/proficiency test.
- CLOSING DATE** : 18 March 2022
- POST 07/142** : **CLEANER (7 POSTS)**
Groote Schuur Hospital
- SALARY** : R104 073 per annum
- CENTRE** : Groote Schuur Hospital
- REQUIREMENTS** : Minimum requirements: Basic literacy and numeracy. Inherent requirement of the job: Render a shift service on weekends and public holidays, on day and night duty when required. Must be physical fit to handle industrial cleaning equipment. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties, including sweeping, dusting, mopping, scrubbing, polishing, refuse handling and maintenance of general neatness and hygiene of the area. Effective utilisation of cleaning materials and equipment. Ensure that cleaning equipment is clean after usage and securely stored. Effectively use cleaning agents and stock as well as elementary stock control. Responsible for general hygienic and safe environment in terms of standards and procedures. Optimal support to supervisor and colleagues.
- ENQUIRIES** : Mr E Cassiem, Tel No: (021) 404-3237
- APPLICATION** : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
- FOR ATTENTION** : Mr MS Benjamin
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 18 March 2022
- POST 07/143** : **HOUSEHOLD AID**
Red Cross War Memorial Children's Hospital
- SALARY** : R104 073 per annum
- CENTRE** : Red Cross War Memorial Children's Hospital
- REQUIREMENTS** : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirement of the job: Ability to lift/move heavy objects and working at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.
- DUTIES** : (key result areas/outputs): Responsible for cleaning duties i.e. sweeping, dusting, emptying bins daily, mopping, scrubbing and polishing, cleaning windows, deep cleaning of toilets, general refuse and medical waste handling and maintenance of general neatness and hygiene (adhere to OSH and IPC policies). Perform patient meal servings and cleaning of crockery and cutlery (according to HACCP principles and food service unit policies). Effective use, maintenance and safekeeping of supplies and equipment. Attend in-service training and render support to the supervisor with regards to general housekeeping duties. Handling of linen (soiled lined, dirty lined, clean linen, counting of linen, packing linen room, etc.).
- ENQUIRIES** : Ms L Chenga, Tel No: (021) 658-5436
- APPLICATION** : The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.
- FOR ATTENTION** : Ms T Nqola

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 18 March 2022

POST 07/144 : **PORTER (2 POSTS)**
Groote Schuur Hospital

SALARY : R104 073 per annum
CENTRE : Groote Schuur Hospital
REQUIREMENTS : Minimum requirements: Basic numeracy and literacy. Inherent requirement of the job: Willingness to work shifts, weekends and on public holidays. Ability to perform tasks such as lifting patient's from/onto beds, trolleys and wheelchairs. Willingness to work in a team. Must be of sober habits. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills.
DUTIES : (key result areas/outputs): Safe transport of patients on trolleys and wheelchairs, within various areas in the hospital. Check and replace gas cylinders in wards and assist with shifting of medical equipment. Ensure a safe and hygienic work environment as well as collecting and cleaning of equipment. Assist with the removal of bodies from wards and perform relevant duties. Collecting and delivery of blood specimens, blood hampers and patient folders. Assist with ambulatory patients as well as greeting and directing patients to various areas in the hospital.

ENQUIRIES : Mr E Cassiem, Tel No: (021) 404-3237
APPLICATION : The Chief Director: Groote Schuur Hospital, Private Bag X3, Observatory.
FOR ATTENTION : Mr MS Benjamin
NOTE : No payment of any kind is required when applying for this post. Candidates will be subjected to a competency test.
CLOSING DATE : 18 March 2022

**DEPARTMENT OF LOCAL GOVERNMENT,
WESTERN CAPE GOVERNMENT**

CLOSING DATE : 14 March 2022
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 07/145 : **GISC TECHNOLOGIST (PRODUCTION LEVEL), REF NO. LG 04/2022**

SALARY : Grade A: R369 351 - R398,166 per annum
Grade B: R420,402 - R452,895 per annum
Grade C: R480,678 - R 566,223 per annum (OSD as prescribed).

CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in GIS or related qualification; A minimum of 3 years post qualification GIS experience; Compulsory registration with the South African Geomatics Council (SAGC) as a GISc technologist; A valid driving license (Code B or higher). Competencies: Working knowledge of the following: Geographic Information Systems; Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster Management systems and procedures as applied in all three spheres of Government. Skills needed: Communication (verbal and written); MS office package (MS Word, MS Excel, MS outlook, MS Teams); Project management; Negotiation; Ability to: Work under pressure in emergency or disaster situations; Willingness to work long and abnormal working hours.

DUTIES : Provide the following: GIS support to the Western Cape Provincial Disaster Management Centre (WC: PDMC); GIS support to District Disaster Management Centres in the Western Cape; GIS support in the development of

risk and vulnerabilities maps; Ad-hoc GIS support to units within the Department of Local Government. Ensure the following: The development and maintenance of a Spatial Information System at the WC: PDMC; Support the management of human resources, performance management and finances in the sub-directorate.

ENQUIRIES : Mr L. Nokoyo at Tel No: (021) 937 6359
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 07/146 : **DEPUTY DIRECTOR: MITIGATION, REF NO. LG 05/2022**

SALARY : R744,255 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Disaster Management or related; A minimum of 3 years relevant management level experience in disaster risk reduction or similar environment. Recommendation: Registered or eligible to register with the Disaster Management Institute of Southern African DMISA; Experience in Project Management. Competencies: Knowledge and understanding of the following: Disaster Management Act (Act 57 of 2002) and related policies and guidelines; Disaster management systems and procedures. Skills needed: Training and education; Marketing; Media; Crisis management; Project management; Negotiation; Information technology; Communication (written and verbal). Ability to: Work under pressure in emergency or disaster situations; Manage, lead, motivate and focus people; Deal with the public; Work independently; Decisive.

DUTIES : To oversee the co-ordination, monitoring, and support of the following disaster management functions: The compilation and maintenance of prevention and mitigation (risk reduction) strategies and plans; The inclusion of the Disaster Management Chapter in the IDPs of all municipalities; The development and maintenance of Disaster Management marketing, awareness, and research programmes; The development and maintenance of Disaster Management training and capacity building programmes; The development of Disaster Management community-based structures and co-ordinate and monitor the implementation thereof; The management of human resources and performance management in the Sub-Directorate; The management of the finances in the Sub-Directorate; The participation in strategic management of the Directorate.

ENQUIRIES : Mr S.W Carstens at Tel No: (021) 937 6309
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 : 14 March 2022
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 07/147 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING, REF NO. DOTP 01/2022**

SALARY : R382 245 per annum (Level 9)
CENTRE : Department of the Premier, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Accounting or Financial Management; A minimum of 3 years relevant experience in a financial accounting environment. Recommendation: Working experience in Basic Accounting and Logistical Information Systems (BAS and LOGIS); Sound knowledge of Modified Cash Standards. Competencies: Knowledge of the following: Financial norms and standards (Public Finance Management Act, National Treasury Regulations and Provincial Treasury Instructions); Financial systems (Logis and BAS); Drafting of Financial Statements. Skills needed: Computer literacy in MS Office (Word, Excel and Outlook); Leadership; Communication (Written and verbal).
- DUTIES** : Management of payments, inter-departmental claims and clearing of ledger accounts; Manage the bank account of the Department; Execution of pre-auditing, payment verification and analysis of payment batches to identify potential internal control deficiencies; Accurate and timeous submission of inputs to Financial Statement; Managerial tasks and strategic capability.
- ENQUIRIES** : Mr LJ Petersen at Tel No: (021) 483 5758
- 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>

**PROVINCIAL TREASURY,
WESTERN CAPE GOVERNMENT**

MANAGEMENT ECHELON

- POST 07/148** : **DIRECTOR: FISCAL POLICY, REF NO. PT 18/2021 R1**
- SALARY** : R1 057 326.per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : Master's degree in Economics/Finance/Business Administration/ Public Policy; Minimum of 6 years appropriate middle management experience; and The successful completion of the Senior Management Pre-entry Programme. Recommendation: Valid driver's license. Competencies: Knowledge of the People Management function; Knowledge of the Financial Management process; Knowledge of norms and standards (PFMA, MFMA, NTR's and PTR's); Excellent communication skills; Excellent planning, organizing and people management skills; and Strategic and capability leadership.
- DUTIES** : Accountable for assessing and optimising both vertical and horizontal division of national transfers through conditional grants, provincial equitable shares; Ensuring that contributions are made to the budget process requirements within the Provincial Treasury by developing a fiscal framework; Accountable for comparing In-Year Monitoring (IYM) with the Basic Accounting System (BAS) and Vulindela reports for technical correctness and making recommendations; Accountable for ensuring that the fiscal policy processes and logistics for the Western Cape Racing and Gambling Board (WCRGB); Responsible for reports on the revenue review, indicating the variances, expenditure and growth; Responsible for managing the Provincial Revenue Fund and providing for the cash flow requirements of the Province. Accountable for monitoring and evaluating debt; and Effective human resource management within Directorate: Fiscal Policy.
- ENQUIRIES** : Dr R Havemann Tel No: (021) 483-5715
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. 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.

- CLOSING DATE** : 14 March 2022
- POST 07/149** : **DIRECTOR: MUNICIPAL FINANCE MANAGEMENT ACT COORDINATION, REF NO. PT 03/2022**
- SALARY** : R1 057 326 per annum (Level 13). (All-inclusive salary package)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Accounting/Finance/Economics; A minimum of 6 years relevant middle-management experience; A minimum of 5 years' in a municipal environment; Successful completion of the Senior Management Pre-entry Programme for entry into the SMS upon appointment. Recommendation: A valid driver's licence or alternative mode of transport for people with disabilities; Working knowledge of the Municipal Finance Management Act (MFMA), Public Finance Management Act (PFMA), National Treasury Regulations (NTR); Working knowledge of provincial policy development, Financial Management and Municipal Minimum Competency. Competencies: Knowledge of the following: Management; Project Management; Financial Management. Strategic capability and leadership; Change Management; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management.
- DUTIES** : Provide strategic management, guidance and advice in terms of the MFMA implementation in the province; Monitor the implementation of the MFMA in the province; Coordinate and report on all activities in relation to the MFMA implementation in the province; Provide intergovernmental coordination within the province, municipalities and national government; Report to the executive council and NT on the implementation of the MFMA; People Management and Empowerment.
- ENQUIRIES** : Mr S Kenyon at Tel No: (021) 483 3579
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- NOTE** : Only applications submitted online will be accepted. 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.

CLOSING DATE :

14 March 2022

OTHER POSTS

POST 07/150 :

CHIEF FINANCIAL ANALYST: FINANCIAL COMPLIANCE, REF NO: PT 04/2022

SALARY CENTRE REQUIREMENTS :

R744 255 per annum (level 11) (All-inclusive salary package)
 Provincial Treasury, Western Cape Government
 An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Finance, Law or Commerce; A minimum of 3 years management level experience in a financial legislative, internal control or similar environment; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply
 Recommendation: Report writing experience.
 Competencies: Knowledge of the following: Public Finance Management Act; Governance environment; Administrative procedures relation to specific working environment including norms and standards; Skills need: Applied strategic thinking; Problem solving; Decision making; Analytical ability; Communication (written and verbal) and presentation skills.

DUTIES :

Research, develop and update financial governance norms and standards (policies, procedures, frameworks) for departments; Monitor, evaluate and report on compliance with the Public Finance Management Act; Drive and coordinate an integrated, collaborative provincial governance improvement programmes (CGRO and FMCMM) for the Western Cape provincial government; Preparation of reports on progress with financial management in Public Finance Management Act compliant institutions; Co-ordinate the development of internal control related standards to enhance systems of internal control; Maintain the governance and internal control framework; Support institutions with implementation of the governance and internal control framework and internal control related standards.

ENQUIRIES APPLICATIONS :

Mr A Hardien at Tel No: (021) 483 4550
 Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE :

Only applications submitted online 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.

CLOSING DATE :

14 March 2022

**DEPARTMENT OF SOCIAL DEVELOPMENT
 WESTERN CAPE GOVERNMENT**

MANAGEMENT ECHELON

POST 07/151 :

DIRECTOR: SUPPLY CHAIN MANAGEMENT, REF NO: DSD 02/2022

SALARY CENTRE REQUIREMENTS :

R1 057 326 per annum (Level 13). (All-inclusive salary package)
 Department of Social Development, Western Cape Government
 An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Supply Chain Management/ Financial

Management; A minimum of 6 years Middle Management level experience in a supply chain management or related environment; A valid driving licence; Completion of Certificate for entry into the SMS (Senior Management Service) upon appointment. Competencies: Working knowledge of the following: Supply Chain Management; Asset Management; Financial Management; Project Management; Knowledge of the following: Prevention of organised crime; Policy development; Systems Thinking; Management principles; Public Service procedures; HRM processes; Labour relations; Financial Management; Monitoring and evaluation methods, tools and techniques; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Service Delivery Innovation; Client Orientation and Customer Focus; Problem solving; Sound budgeting; Presentation and communication skills.

DUTIES : Establish and maintain a Supply Chain Management and Asset Management System; Ensure the development and implementation of the Supply Chain Management strategies, policies, systems, practices and procedures for governance, demand, training and development, risks and performance management service; Oversee the rendering of a service with regard to acquisition, contract and logistics management; Create and maintain electronic systems, tools, services and support for the execution of the system; Strategic Management; Change Management; People Management; Efficient and effective management of all financial resources/ aspects and all performance requirements as related to the PFMA and corporate governance; Management of resources to achieve pre-determined indicators and service delivery imperatives; Sound labour relations.

ENQUIRIES : Mr JO Smith at Tel No: (021) 483 8679
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

NOTE : Only applications submitted online will be accepted. 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.

CLOSING DATE : 14 March 2022

OTHER POSTS

POST 07/152 : **ASSISTANT DIRECTOR (FUNDING): RESTORATIVE SERVICES, REF NO. DSD 05/2022**

SALARY : R382 245 per annum (level 9)
CENTRE : Department of Social Development, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Finance; A minimum of 3 years relevant experience in a financial environment or similar. Competencies: Knowledge of the following: Public Financial Management (PFMA); Budgeting processes and techniques; Supply Chain Management (SCM); Legislative Regulatory Framework; Safeguarding of source documents; Financial/SCM Information Systems (BAS / LOGIS); Departmental policies and procedures. Skills: Communication (Written and verbal); Proven computer literacy; Report writing and formulations; Presentation; Negotiation; Numeracy and analytical thinking; Planning and organising.
- DUTIES** : Manage the implementation of the uniform policy for programme funding; Develop SOP's in alignment with funding policy and funding operational tools; Capacitate programmes in terms of funding operational tools; Assist the programmes with the calculation of allocation for transfer funding. Validation of the following prescribed documents for payment: Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Information on source documents for compliance with prescripts and legislation; Subsidies payable against approved allocation as per TPA and submit to manager changes in TPA /details of NPO verify and monitor source documents; Ensure correctness of the NPO data base, Uniform funding cycle (UFC) including all relevant data bases/systems; Submit consolidated payment report to supervisor and perform necessary follow ups with relevant role players; Manage compliance (TPA and business plan) and identify non-compliance with prescribed policy / legislation and funding conditions: Manage the documentation in relation to audit processes; Receive appraisal grid and funding submission and distribute to relevant staff members; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes / NPO's; Ensure submission of AFS by NPO's and check compliance; Compile consolidated AFS update/summary including financial consistencies or irregularities, balance sheet and income statement assets and liabilities, calculate debt and liquidity ratio on prescribed template and distribute to all relevant role players; People Management: Participation in the recruitment of staff within the component; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery and manage the performance, discipline, evaluation and rewarding of staff in the component; Promote sound employee relations.
- ENQUIRIES** : Mr M Gaba at Tel No: (021) 483 4212
- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- 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.
- CLOSING DATE** : 14 March 2022
- POST 07/153** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: CONTRACT MANAGEMENT AND ADMINISTRATION, REF NO: DSD 07/2022**
- SALARY** : R321 543 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); A minimum of 3 years' experience in a supply chain management environment. Competencies: Knowledge of the following: Policy Development; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Financial norms and standards (Public Finance Management Act – PFMA, National Treasury regulations – NTR's, Provincial Treasury Directives/Instructions – PTI's); Financial management processes; Strategic Sourcing and Preferential Procurement / BEE; Procurement activities; Industry trends and best practices

per commodity groups; Procurement best practices including sourcing strategies and the different mechanisms for procurement; Procurement policies/procedures/contract management; Records management, inclusive of registry services, and policy and procedures governing these functions; General support service such as transport management and policy and procedures governing these functions; Skills needed: Analytical and strategic thinking; Budgeting; Written and verbal communication; Numeracy; Computer literacy; Conflict resolution; Monitoring, evaluation and reporting; Presentation; Problem solving; Research. Ability to analyse, conceptualise and implement policy

DUTIES : Acquisition Management; Develop and implement strategic sourcing plans; Compile bid documents; Contract management and Administration; Administer the conditions of contracts; Facilitate, renew, extend and cancel contracts; Logistics Management; Generate, receive and process orders; Manage store and inventory (stocktaking, issuing etc.)

ENQUIRIES APPLICATIONS : Ms J Smith at Tel No: (021) 483 3695
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co.za> 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.

CLOSING DATE : 14 March 2022

POST 07/154 : **ADMINISTRATIVE OFFICER: RESTORATIVE SERVICES (FUNDING), REF NO: DSD 04/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 7)
: Department of Social Development, Western Cape Government
: An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1 year administrative experience. Competencies: Knowledge of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Guidelines for the Implementation of the Policy on Financial Awards; Ability to do the following: Motivate own ideas and approaches; Break down problems into manageable parts and identify solutions; Listen well and be receptive to the ideas of others; Manage conflict; Speak in public and make presentation to large or small groups; Proven computer literacy; Supervision/Management of staff; The following skills; budgeting, leadership, liaising and decision making; Written and verbal communication skills.

DUTIES : Verification of prescribed documents for payment; Check Transfer Payment Agreements (TPA's) for correctness against approved funding submission; Verify and monitor compliance (TPA and business plan) and identify non-compliance with prescribed policy/ legislation and funding conditions; Receive and distribute activation sheet and confirm receipt of any outstanding documents with the programmes/NPO's; Business Plans: Verify the verification of the contents of the business plan and supporting documents attached to NPO business plans (In accordance with the call for proposals); Render a support function to Programme Offices; Alert programmes in terms of non-compliance issues; Motivate, train and guide staff within the component, to achieve and maintain excellence in service delivery.

ENQUIRIES APPLICATIONS : Ms C Khatieb at Tel No: (021) 483 3902
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co.za> 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.

- CLOSING DATE** : 14 March 2022
- POST 07/155** : **ADMINISTRATION CLERK (FUNDING): ECD AND PARTIAL CARE, REF NO: DSD 03/2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (level 5)
: Department of Social Development, Western Cape Government
: Senior Certificate (Grade 12 or equivalent qualification). Recommendation: Relevant experience. Competencies: A good understanding of the following: Public Finance Management Act (PFMA, No 1 of 1999); Treasury Prescripts; Financial Delegations; NPO Act; Policy on Financial Awards; Ability to perform the following: Manage conflict; Speak in public and make presentation to large or small groups; Possess the following skills: Planning and organising, problem solving, interpersonal relations, budgeting, leadership, decision making and liaising skills; Proven computer literacy (MS Office); Written and verbal communication skills.
- DUTIES** : To evaluate and process prescribed documents for payment; Check financing agreements for correctness; Monitor compliance and identify non-compliance with prescribed policy/ legislation and funding conditions; Request appropriate reports and follow up any outstanding documents; Monitor submission and evaluate financial statements as well as do conjugated calculations; Check appropriate records/ reports; Render a support function to the senior staff; Advice and information to the Assistant- Director regarding payment trends, and budget inputs; Render a support function to Programme Offices in line with the Departments 'Integrated Service Delivery Model; Provide programme sponsors and managers with financial and non-financial data; Administrative support.
- ENQUIRIES APPLICATIONS** : Mr D Cowley at Tel No: (021) 483 6296
: Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
- 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.
- CLOSING DATE** : 14 March 2022
- POST 07/156** : **GENERAL FOREMAN: FACILITY MANAGEMENT (HORIZON), REF NO. DSD 06/2022**
- SALARY CENTRE REQUIREMENTS** : R147 459 per annum (level 4)
: Department of Social Development, Western Cape Government
: Junior Certificate (Grade 10 or equivalent qualification); A minimum of 2 years' experience in relate work spheres. Competencies: Knowledge and understanding of the following: Repairs; Plumbing; Welding; Basic safety precautions in handling hazardous material/liquids; Event services / preparations; Use of cleansing equipment; Maintenance / care of cleaning equipment; Skills in the following: Exercising leadership; Practical demonstrations; Serving clients / customers; Basic communication; Good teamwork.
- DUTIES** : Maintenance of buildings; Ensure gardening / maintaining grounds; People Management.
- ENQUIRIES APPLICATIONS** : Mr M Johnson at Tel No: (021) 931 0233
: To submit your application, there are 3 methods in which you can apply, please only use 1 of the following: Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm); Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 113 Muizenberg 7950,

Or 3. Email your application to, westerncape@respond.co.za. Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF). Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

CLOSING DATE : 22 March 2022

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

CLOSING DATE : 14 March 2022
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 07/157 : **CHIEF ARCHITECT: EDUCATION INFRASTRUCTURE, REF NO: TPW 09/2022**

SALARY : R912 048 per annum (All inclusive salary package) (OSD as prescribed).
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : B-Degree in Architecture (or relevant qualification) as recognised by SACAP; A minimum of 6 years post qualification architectural experience; A valid code B (or higher) driving licence; Compulsory registration with SACAP as a Professional Architect. Competencies: Programme and Project Management; Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Strategic capability and leadership; Financial Management; Conflict Management; Negotiation skills; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Proven computer literacy; People Management; Planning and Organising; Change Management; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

DUTIES : Architectural design and analysis effectiveness will entail the following: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintaining Architectural operational effectiveness will entail the following: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organisational objectives. Financial Management will entail the following: Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance will entail the following: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide technical consulting services for the operation of architectural related matters to minimize possible architectural

risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals. People Management will entail the following: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

ENQUIRIES : Mr D Nugent at Tel No: (021) 483 8501
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/158 : **ASSISTANT DIRECTOR: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: TPW 11/2022**

SALARY : R382 245 per annum (level 9)
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' experience in Supply Chain Management/ Finance/ Audit environment. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management; Skills needed: Problem-solving, Decision-making; Project management; Information management; Communication (written and verbal); Ability to work in a team.

DUTIES : Ensure the following in compliance with departmental policies, procedure, guidelines and applicable legislation: Assist in the implementation of an effective supply chain management performance management system that measures the performance of suppliers in accordance with departmental policies and procedures and applicable legislative requirements, the supply chain management unit and the Department; Review and collate supply chain management information for timely reporting to relevant stakeholders; Conduct the annual SCM risk assessment, develop the SCM risk universe and risk response plan; Monitor the performance of supply chain management activities; Develop and review departmental policies and applicable to supply chain management and perform and support supply chain management compliance testing and institute remedial action; Perform SCM abuse; complaints, enquiries and appeals investigations; Perform the related activities to the functioning of the supply chain management committee system, inclusive of the secretariat service.

ENQUIRIES : Ms P van der Merwe at Tel No: (021) 483 6915
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/159 : **ASSISTANT DIRECTOR: MASAKHISIZWE BURSARY PROGRAMME (STAKEHOLDER MANAGEMENT), REF NO: TPW 12/2022**

SALARY : R382 245 per annum (level 9)
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' administrative experience. Recommendation: Applicable course/training in Project Management; PMBOK certified or similar e.g., PMP or eligible for future certification; Proficiency with Microsoft Office Suite; Ability to travel and work remotely; MS Project or similar project management software experience. Competencies: Knowledge of the following: Skills Development Regulatory Framework; Public Transport and Public Service administration; Provincial and Departmental strategies/policies/prescripts and other documents that address skills shortage; Provincial Growth and Development Strategy; The Strategic Infrastructure Plan Knowledge and sound application of relevant computer software/programmes; Human capital administration; Financial administration. Skills needed: Communication (written and verbal); Computer literacy; Report writing. Ability to: Interpret and apply policy; Conduct research.

DUTIES : To establish maintain and manage public and private relationships and/or partnership with internal and external stakeholders; Develop, co-ordinate and

implement in conjunction with Masakh'iSizwe team the support services programmes including securing funding, outreach programmes, employment skills, work integrated learning programmes and vacation training programmes; Provide support management of the stakeholder relationship/partnership; Conduct research that informs project(s) development profiles; Act as project manager by developing, implementing and maintaining projects which promotes the stakeholder relationship; Implement service level agreements related to contracts; To evaluate, review and monitor the projects in order to achieve the required outcomes within the stipulated timeframe; Participate in the planning of the Masakh'iSizwe Programme to enhance business processes and procedures to ensure the programme's services are aligned to the strategic objectives and operational needs of the Department.

ENQUIRIES : Ms C.L. September at Tel No: (021) 483 9841
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

POST 07/160 : **ADMINISTRATIVE OFFICER: EDEN/OVERBERG (GEORGE), REF NO. TPW 06/2022**

SALARY : R261 372 per annum (Level 7)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent) qualification; A minimum of 6 years relevant administrative experience. Competencies: Knowledge of the following: All legislation, regulations and policies impacting on public transport activities; Internal office procedures, e.g. copy, sort, fax and verify document legibility; Supply Chain Management processes; Applicable information management systems; Problem analysis and decision making ability; Creative Thinking; Communication (written and verbal) skills.

DUTIES : Assist in the following: Management of the provision of transport services and public transport infrastructure; Implementation of Non-Motorised Transport and Special Needs Passenger plans and strategies; Supporting and capacitating local authorities with regard to the implementation of land transport service; Monitoring contractual compliance of the bus public transport service provider through Intelligent Transport Systems, Integrated Fare Management system and on the ground verification (spot checks); Highlight need for intervention / evaluation in event of contractual non-compliance; Analysing operational data; Conducting desktop research on matters relating to land transport; Research and analysis of local community public transport needs and opinion; Update and maintain a filing system in accordance with the departmental file plan and Electronic Content Management system; Perform advanced typing work; Coordinate logistics and meeting arrangements; Collect, analyse and collate information as requested; Develop and maintain databases; Remain abreast with legislation, prescripts, policies, procedures and processes that apply to Land Transport, and to ensure the effective and efficient application thereof. (NLTA, PLTF, PFMA, PSO's); Processing of service provider payments, S&T claims. timeous payment of expenditure accounts and projections of expenditure of sub-directorate.

ENQUIRIES : Mr J Robb at Tel No: (044) 801 9493 / James.Robb@gogeorge.org.za
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>