

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

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 19/154 : **MEDICAL SPECIALIST GRADE 1 TO 3 (OCCUPATIONAL MEDICINE SPECIALIST)**

Directorate: Assurance

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)

CENTRE REQUIREMENTS : (Head Office, Cape Town)
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Occupational Medicine. Experience: **Grade 1:** None after registration with the HPCSA as Occupational Medicine Specialist. **Grade 2:** A minimum of 5 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Occupational Medicine. Inherent requirement of the job: Valid (Code B/EB) driver's license and mobility in order to can provide support throughout the Western Cape. Willingness to travel and work overtime. Competencies (knowledge/skills): Good inter-personal skills and ability to collaborate and work in teams. Computer literacy (Windows/Word/Excel, Power Point and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good presentation and communication skills. Good analytical and problem-solving skills. Knowledge of occupational health policies, services and programmes. Experience in occupational health setting in the public or private health sector is recommended.

DUTIES : OHS Policy development and implementation support to ensure staff safety; compliance with relevant OHS legislation; occupational health risk management; provision of medical surveillance programmes; establishment and oversight of OHS systems and service delivery models; optimal information management, and monitoring and evaluation systems for OHS; and supporting OHS training and research programmes. Ensuring provincial coordination of OHS interventions and activities. Provision of technical expertise and support related to OHS. Participate in provision of OHS services where appropriate.

ENQUIRIES : Mr N Mavela Tel No: (073) 875-8343

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

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test. 'Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in

		a specific category with the relevant council (this includes individuals who must apply for change in registration status).'
<u>CLOSING DATE</u>	:	10 June 2022
<u>POST 19/155</u>	:	<u>PRIMARY HEALTH CARE MANAGER</u> Overberg District
<u>SALARY</u>	:	R882 042 per annum, (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE REQUIREMENTS</u>	:	Caledon Hospital
	:	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/recognisable experience in District Health Systems/Management/Services. Appropriate experience in PHC Management. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to attend to community needs after-hours. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet). Proficiency in at least two of the three official languages of the Western Cape (written and verbal). Ability to function/make decisions independently and as part of a multi-disciplinary team. Good communication, interpersonal, leadership and conflict resolution skills. Knowledge and understanding of the District Health System/and health implementation thereof. Basic knowledge and experience in office administration, financial and procurement administration.
<u>DUTIES</u>	:	Overall management of the PHC component of the sub-district (Clinics, CDCs, etc.). Manage, co-ordinate, plan, monitor and evaluate facility-based programmes as well as integration of these with HIV/AIDS, STI, TB programmes and Community Based Health Services in the Sub-districts. Manage Human Resource, Skills Development and Labour Relations. Financial and budget management. Liaise and co-operate with multisectional team, management and community. Ensure that prescribed policies and procedures are implemented and adhered to, to ensure integrated and quality services are rendered.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Pillay Tel No: (028) 212-1070
	:	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>	:	10 June 2022
<u>POST 19/156</u>	:	<u>DEPUTY DIRECTOR: SUPPORT SERVICES AND ADMINISTRATION</u>
<u>SALARY</u>	:	R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	:	Tygerberg Hospital, Parow Valley
	:	Minimum educational qualification: An appropriate 3-year Diploma or Degree. Experience: Extensive appropriate experience. Inherent requirement of the job: Valid driver's licence (Code B/EB). Competencies (knowledge/skills): Be able to communicate in at least two of the three official languages of the Western Cape. Computer literacy. Knowledge of support services and logistics.
<u>DUTIES</u>	:	Effective management of support services and logistics at a large, specialised hospital. Overall responsibility for the management of all aspects of Support Services which include Administration, Transport, Telecommunication, Registry and Messenger Service, Security, Linen Services, Waste Management, Reprographics, Porter Services, Death Administration Office, Creche, Cleaning Services, Contract Management, Accommodation, PCU and Estate Management. Overall responsible for Food Services Units. Responsible for disaster management planning and risk management analysis at TBH. Analysis and Interpret information to ensure effective management. Management of staff and contractors to provide a coordinated and timeous support service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Heyns Tel No: (021) 938-4607
	:	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>	:	10 June 2022

- POST 19/157** : **FACILITY MANAGER PHC**
Overberg District
- SALARY** : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Grabouw CHC/EC/MOU: Theewaterskloof Sub-District
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year Diploma/Degree. Experience: Appropriate experience in Management. Inherent requirement of the job: A Valid Code B/EB driver's licence. Competencies (knowledge/skills): Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Good planning and organisational skills. Ability to work independently as well as in a team. Computer literacy (Micro Office), typing proficiency and excellent writing skills. Maintain high confidentiality and professionalism. Ability to interpret and utilize data for improving service delivery and outputs.
- DUTIES** : Will be responsible for the Strategic and Operational Management of the Community Health Centre (CHC/EC/MOU). Will be responsible for Human Resource Management of the facility. Responsible for the Financial Management, Supply Chain Management & Logistics of the facility. Ensure accurate health information collected, collated and available for monitoring, reporting and improvement.
- ENQUIRIES** : Dr T Pillay Tel No: (028) 212-1070
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022
- POST 19/158** : **ASSISTANT MANAGER NURSING: AREA: COMPREHENSIVE HEALTH SERVICES**
Central Karoo District
- SALARY** : R571 242 (PN-A7) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)
- CENTRE** : Central Karoo District Office
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willing to travel. Competencies (knowledge/skills): Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
- DUTIES** : Provide effective support to the Comprehensive Health, Community Based service and Facility Based service components in the Central Karoo District. Manage the implementation of the COPC approach and support the external and internal interface. Support the Eye Care and Refraction Services. Organize and support with the recruitment, selection, orientation and training of staff. Monitor and support with quality data submission.
- ENQUIRIES** : Ms J Nel Tel No: (023) 414-3590
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022
- POST 19/159** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Central Karoo District
- SALARY** : R571 242 (PN-B3) per annum, (Plus a non-pensionable rural allowance of 12% of basic annual salary)

<u>CENTRE REQUIREMENTS</u>	: Laingsburg Clinic, Laingsburg Sub District, Central Karoo 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 qualification with duration of at least 1-year in Clinical Nursing Science: Health Assessment, Treatment and Care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse and midwife Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Good interpersonal and leadership skills and strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource and financial policies as well as computer literacy (MS Word and Excel. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Ability to effectively communicate in at least two of the three official languages of the Western.
<u>DUTIES</u>	: Manage, control and act in facet of Health, Support, Security, Cleaning-Infection control and Ground services. Personnel matters including supervision and performance management, finances and procuring as well as implanting of policies, prescripts and protocols. Manage planning to practice a holistic health service on a short-/medium-/long term basis. Manage implementation of Ideal Clinic measures to achieve expected Ideal Clinic status. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement and collect, verify and submit accurate statistics timeously.
<u>ENQUIRIES APPLICATIONS</u>	: Ms N Bhistolli Tel No: (023) 814-2015 : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE CLOSING DATE</u>	: No payment of any kind is required when applying for this post. : 10 June 2022
<u>POST 19/160</u>	: <u>OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY CENTRE REQUIREMENTS</u>	: R450 939 (PN-A5) per annum : West Coast TB Complex, Sonstraal 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. 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 requirements of the job: Valid (code B/EB) driver's licence. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector, e.g. Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook (proof must be attached). Ability to communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	: Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation there-of. Participate in training, research and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.

ENQUIRIES : Mr M Andrews Tel No: (021) 862-3176
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/161 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: FEMALE WARD)**
(Garden Route District)

SALARY : R450 939 (PN-A5) per annum, (Plus, a non-pensionable rural allowance of 8% basic annual salary)

CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as a 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, as required. Valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards. Knowledge and insight of legislation and policies, relevant to current nursing practice within the public sector. Good organisational, interpersonal, leadership, decision-making and conflict resolution skills. Basic computer skills, MS Office.

DUTIES : Effective and efficient coordination of required nursing care which is compliant with the standards set by the service and professional framework. Participate in management and utilise physical, financial and Human Resources to fulfil operational and developmental functions in accordance with legislation and policies. Manage stock and equipment in accordance with legislation and policies. Participate in health promotion and illness prevention initiatives and contribute to their evaluation. Maintain and promote ethical standards and the core values of the department. Ensure that participation in research related activities is evident in the practice.

ENQUIRIES : Ms H Human Tel No: (044) 2037203
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/162 : **SOCIAL WORK SUPERVISOR GRADE 1**
(Chief Directorate: Metro Health Services)

SALARY : Grade 1: R389 991 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Bachelor of Social Work (BSW) qualification (i.e. degree in social work) or equivalent qualification that allows registration with the South African Council for Social Service Professions (SACSSP). Register with a Professional council: Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2022. Experience: Minimum of 7 years' appropriate experience in social work after registration as Social Worker with the SACSSP. Inherent requirement of the job: Valid Cod (B/EB) driver's licence. Willingness to travel between facilities managed by Mitchell's Plain Hospital. Competencies (knowledge/skills): Good interpersonal and leadership skills and a strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good social work care. Demonstrate an in-depth knowledge of social work and public service legislation and knowledge of human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Power-Point and Excel).

DUTIES : Render a clinical social work service to in- and out-patients with regards to the care, support, protection and development through the relevant interventions. Manage personnel including work delegation, supervision and performance management. Manage Social Work department finances and procuring as well

as developing and implementing of policies, prescripts and protocols. Perform all administrative functions required of the job. Manage planning to practice a holistic social work service on a short-/medium-/long term basis and ensure that all personnel undergo training according to their Individual Development and Performance Plan.

ENQUIRIES : Ms S Davids Tel No: (021) 377-4787
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/163 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**
Directorate: Bellville Engineering and Technical Services, Boiler House - Karl Bremer Hospital

SALARY : R382 245 per annum
CENTRE : Head Office, Cape Town
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate experience in the procurement of built environment-related services, in particular: Inherent requirements of the job: Valid driver's licence (Code B/EB). Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Be knowledgeable in the procurement processes prescribed by the Construction Industry Development Board; Knowledge of the Accounting Officers System and Delegations relating to infrastructure procurement. Commodity exposure across a range of services, ie. plumbing, electrical, general building and mechanical maintenance repairs, etc. Ability to engage stakeholders. Financial and commercial awareness. Proven experience managing the SCM processes of complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Reporting skills. Human resource management competencies.

DUTIES : Executing procurement projects from needs analysis stage through to contract management stage. Human resource management. Provide an integrated demand, acquisition and contract management service on maintenance projects for the Engineering and Technical Services Directorate in the Department of Health with a focus on: End-to-end management of the sourcing process. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Chairing and Administration of Bellville Engineering Procurement Committees (BETC/BEFTC/QC). Interaction with Technical staff to ensure sound and compliant memoranda on projects to be undertaken. Ensure compliance to Policies and processes. Responsible for audit responses, compliance and reporting to Head Office. Human resource management.

ENQUIRIES : Mr J M Jooste Tel No: (021) 830-3762
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/164 : **BED MANAGER**
Chief Directorate: Rural Health Services

SALARY : R382 245 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree or equivalent registrable with the South African Nursing Council and/or Health Professionals council of South Africa. Experience: Appropriate experience in an acute hospital environment. Appropriate supervisory experience. Inherent requirement of the Job: Ability to work shifts, weekends and public holidays and overtime when required by supervisor. Competencies (knowledge/skills): Ability to function independently as well as part of a multidisciplinary team. Good organising, problem-solving and decision-making skills. Good interpersonal skills and the ability to communicate

- in at least two of the three official languages of the Western Cape. Computer literacy (MS Office package and MS Outlook).
- DUTIES** : Ensure the effective and efficient flow of patients within the institution in collaboration with multi-disciplinary teams. Supervise, coordinate and facilitate effective and efficient use of the transit lounge and pre-admissions area. Manage and co-ordinate patients referrals to other health facilities. Provide information of patient through-put, accurate statistics and early detection and resolution of challenges relating to Bed Management. Development, management and implementation of bed management policies, Protocols and Procedures within the hospital.
- ENQUIRIES** : Ms J Ehlers Tel No: (044) 804- 4537
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022
- POST 19/165** : **SENIOR PERSONNEL PRACTITIONER: DIVERSITY (YOUTH AND GENDER)**
Directorate: People Practices and Administration (Employee Wellness, Diversity and Disability)
- SALARY** : R321 543 per annum
- CENTRE** : Head Office, Cape Town
- REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in Human Resources or Social Science (or equivalent). Experience: Appropriate experience in Diversity management, Gender and Youth. Inherent requirement of the job: A valid driver licence. Competencies (knowledge/skills): Knowledge of the Public Service Regulations, Employment Equity Act, Public Finance, National Youth Policy Framework, Commission of Gender Equality Act. Knowledge of organisational culture surveys. Computer Proficiency (MS Office (Word, MS Excel, MS PowerPoint, email). Communication skills (written and verbal). Presentation and facilitation skills. Research, conceptualisation, and analytical skills. Creative, self-motivated, and assertive. Ability to function under pressure and handle a high work volume. Ability to prioritise and organise work and to exercise self-discipline. Ability to work independently.
- DUTIES** : Provide input as well as technical support into policy/strategy/operational plan review and development and facilitate implementation as aligned to the Gender Equality Strategic Framework, Strategic framework on Women empowerment and the HOD's 8-principle Action plan. Administer, operationalize, and implement processes, projects and programmes that promote Diversity Management (Gender and Youth, Mainstreaming, Disability and Organisational culture) within budgetary guidelines. Assist in facilitation and coordination of the gender focal point. Provide professional advice on Diversity issues. Conduct research, analysis and literature review on matters relating to Diversity. Conduct audits, trend, and statistical analysis to determine opportunities and best practices relating to Diversity. Administer monitoring, evaluation, and reporting. Administer Contract Management in the Diversity and Gender Focus Areas. Provide administrative and logistical support.
- ENQUIRIES** : Ms Z Plaatjie Tel No: (021) 483-7974
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022
- POST 19/166** : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT**
Central Karoo District
- SALARY** : R321 543 per annum
- CENTRE** : Oudtshoorn Sub District (Based at Oudtshoorn Hospital)
- REQUIREMENTS** : Minimum educational qualification: Appropriate National Diploma or Degree in Information Management. Experience: Appropriate health information management experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHCIS), understanding of the Ditcom process and IT Helpdesk procedure. Advanced computer literacy (MS Word, Excel, PowerPoint, and Access) and knowledge

with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.

- DUTIES** : Co-ordinate, collect, collate, capture, and verify all relevant health data according to the provincial policies and SOP's. Assist with data quality monitoring, verification, and submission to and from Sub-district/s Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district/s health facilities. Participate in Sub-district/s health information co-ordinating activities. Monitor data trends for Sub-districts and provide regular reports/feedback to management. Co-ordinate health information activities and support management, supervisor, and colleagues. Maintain information systems: hard/software. Conduct and assist with audits.
- ENQUIRIES** : Dr CA Dreyer Tel No: (044) 203-7204
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022

POST 19/167 : **ADMINISTRATIVE OFFICER: SUPPORT SERVICES**
Cape Winelands Health District

- SALARY** : R261 372 per annum
- CENTRE** : Cape Winelands TB Centre
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate support services administration and contract management experience. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Computer literacy (MS Office Excel, Word, and Outlook). Good written and verbal communication in at least two of the three official languages of the Western Cape. Excellent organisational skills, the ability to function independently as well as in a multi-disciplinary team. Knowledge of contract management, waste management, government transport, telecommunication, porter, and laundry services

- DUTIES** : Responsible for support services including government transport, laundry services, porter services, mortuary service, telecommunication, hospital accommodation facilities and grounds. Responsible for contract management relating to outsourced service providers i.e., security service, waste management, laundry service, pest control and garden service. Responsible for supervision of staff including staff performance and disciplinary matters. Training and development of staff.

- ENQUIRIES** : Ms L Jendrissek Tel No: (023) 348-1397
Lena.Jendrissek@westerncape.gov.za
- APPLICATIONS** : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 10 June 2022

POST 19/168 : **PROFESSIONAL NURSE: GRADE 1 TO 3 (GENERAL: WELLNESS PROGRAM)**
West Coast District

- SALARY** : Grade 1: R260 760 (PN-A2) per annum
Grade 2: R320 703 (PN-A3) per annum
Grade 3: R388 974 (PN-A4) per annum
- CENTRE** : Diazville Clinic, Saldanha Bay Sub-district
- 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: Registration with the SANC as Professional Nurse (Receipt and evidence to practise). 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 as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as

Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours, travel and to meet the operational requirements. Valid driver's licence (Code B/EB). Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders' engagement and facilitation skills, Knowledge of relevant legislation, policies including Health care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Computer literate in Microsoft office programs. Verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Intersectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities. Co-ordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions eg Diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES : Ms AR Louw Tel No: (022) 709 5066
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

CLOSING DATE : 10 June 2022

POST 19/169 : **ARTISAN PRODUCTION: GRADE A TO C (ELECTRICAL)**
 West Coast District

SALARY : Grade A: R193 512 per annum
 Grade B: R227 943 per annum
 Grade C: R266 109 per annum

CENTRE : Swartland Sub-district (stationed at Swartland Hospital)
REQUIREMENTS : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: **Grade A:** No experience required. **Grade B:** At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. **Grade C:** At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Valid (Code E/EB) driver's licence and willingness to travel. Physically fit to perform duties. Willingness to do standby duties/overtime to attend to emergencies when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and Occupational Health and Safety Act (Act 85 of 1993). Ability to conduct fault-finding exercises and do/service repairs down to component level and competent with hands-on practical work experience. Ability to write and draw specifications (i.e. to describe the quality of jobs to be done and services to be rendered, in writing, and per drawings) and appropriate computer literacy in Ms Word and Excel, Email and internet use. Appropriate experience/knowledge in the different fields of a hospital environment.

DUTIES : Responsible for the maintenance and repairs of buildings, plants. Equipment etc. as part of workshop team. Carry out or assist Foreman with day-to-day planning and management of job cards for the workshop including workload management, tracking and logging of jobs (in a register/ portal), planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients,

write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Carry out or assist with mechanical, electrical, plumbing and carpentry requirements (jobs, tasks, faults) as required and, assist with the compilation of minor specifications and project management of outsourced contracts/jobs. Responsible for or assist Foreman with the control of tools and material as well as development of workshop staff. Responsible for people management, finance and supply management as well as effective communication with internal and external stakeholders regarding execution of projects. Will act as supervisor in the absence of Foreman/ Senior Artisan.

ENQUIRIES : Mr C Vermaak Tel No: (022) 487-9226
APPLICATIONS : The Manager: Medical Services, Swartland Hospital, Private Bag X2, Malmesbury, 7299.
FOR ATTENTION : Ms A Groenewald
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/170 : **ADMINISTRATION CLERK INFORMATION MANAGEMENT**
 Overberg District

SALARY : R176 310 per annum
CENTRE : PHC Support and Outreach Swellendam, Cape Agulhas Sub District Office
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Information Management in a health environment. Inherent requirements of job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of and experience in health information management systems (PHCIS/CLINICOM/Sinjani/ Tier.net) will be to your advantage. Training skills. Proficiency in at least two of the three official languages of the Western Cape. Ability to function independently and within a team context. Advance computer literacy (Ms Office: Word, Excel, and PowerPoint).

DUTIES : Collect, verify, and validate data (incl. data auditing), with submission to District Information Office in prescribed format, within set time frames and according to Information Management Policy. Responsible for health information management trainings and monitor data trends in Sub-district. Implement Information Management Policies and Guidelines. Engagement with stakeholder's, i.e., verbal, telephonic and written correspondence. Data administration and maintenance of accurate filing systems (hard copy/electronic). DITCOM processes and IT assistance (locally) in conjunction with provincial office.

ENQUIRIES : Ms AAM Laubscher Tel No: (028) 424-1167
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

POST 19/171 : **ECM SCANNER OPERATOR**
 Chief Directorate: Metro Health Services

SALARY : R147 459 per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in the scan centre environment/ medical records. Appropriate scanner operator experience. Competencies (knowledge/skills): Knowledge of data capturing, preparation, scanning, and quality assurance of files. Knowledge of the Western Cape Archive Act. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Windows, Word, Excel). Knowledge of Enterprise Content Management (ECM). Computer literacy.

DUTIES : Collect patient folders in the wards and other service areas/ Follow-up on outstanding folders in wards. Ensure that folders returned are processed into batches and tracked on ECM tracking tool. Prepare episode folders for scanning. Scanning of folders. Deal with emergency requests for finalising of QA Process. Ensure that electronic folder is created on ECM for each patient.

Ensure that content is electronically available under the correct folder adhering to the defined file plan on ECM. Perform quality checks of the scanned documentation to ensure that the standards are adhered to. Inter filing of scanned documents into patient folders. Ensure the workspace is tidy and organised.

ENQUIRIES : Mr A Moses Tel No: (021) 377-4497
APPLICATIONS : The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lentegeur or Private Bag X 9, Mitchell's Plain 7789.
FOR ATTENTION : Ms CC Johnson
NOTE : No payment of any kind is required when applying for this post
CLOSING DATE : 10 June 2022

POST 19/172 : **DRIVER (HEAVY DUTY VEHICLE)**
Garden Route District

SALARY : R124 434 per annum
CENTRE : Alan Blyth Hospital, Kannaland Sub District
REQUIREMENTS : Minimum educational qualifications: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirement of the job: Valid code (C1/EC) (Code 10) driver's licence. Valid Public Driving Permit (PDP). Willingness to work overtime and to perform standby duties. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region. Knowledge of basic grounds and building maintenance skills.

DUTIES : Daily transporting of official passengers, patients, post, packages, medication, goods and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required. General grounds and building maintenance duties as requested. Use a Heavy Vehicle (C1/EC) (Code 10) for transport of goods when required.

ENQUIRIES : Mr. E Adcock Tel No: (028) 551-1010
APPLICATIONS : The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
CLOSING DATE : 10 June 2022

POST 19/173 : **FOOD SERVICES AID**
Overberg District

SALARY : R102 534 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in a Food Service Environment. Inherent requirements of the job: Willingness to work shifts and overtime, which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of hygiene, Occupational Health, HACCP and safety principals. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Good organising, interpersonal and communication skills.

DUTIES : Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

ENQUIRIES : Mr DW Brecht Tel No: (028) 514 1142
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Mr E Sass

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 10 June 2022

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox. The applicants are advised to read the foreword available on the WCED website before applying for the post/s.

CLOSING DATE : 10 June 2022

NOTE : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 19/174 : **DEPUTY DIRECTOR: PROVINCIAL PRINTING, EXAMINATION DISTRIBUTION AND MARKING SERVICES REF NO: 200**
Directorate: Examinations Administration

SALARY : R744 255 per annum (Level 11), all-inclusive remuneration package
CENTRE : Head Office, Cape Town
REQUIREMENTS : Appropriate B-degree or equivalent; a minimum of 3 years relevant management experience; Computer Literacy (MS Office, Advanced Excel); Valid driver's licence. Competencies: Knowledge: Examination and assessment policies of the government of the day. Knowledge of Constitutional, legal and institutional arrangements governing the South Africa public sector; Knowledge of inter-governmental and international relations; Policy Development; Contract and Project management; Human Resource management. Skills: Strategic Management Skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Analytical thinker; Computer literacy skills; Scientific Writing Skills; Project Management Personal attributes: A highly developed interpretive and conceptualization / formulation ability; the ability to render advice and guidance in an objective yet dedicated manner; the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to handle conflict; the ability to lead and direct teams of professionals and service provider; Innovative; Pragmatic; Creative; Self-motivated; Assertive.

DUTIES : Manage and oversee: all administrative duties with regards to question papers and reprographic services; the entire process of printing and sealing of question papers; and oversee all other printing (excluding examination papers); the packing processes and dispatching of question papers to examination venues. The provision of question papers for special needs learners; the collection and return of scripts and preparation of scripts for marking; the provision and supply chain management processes in respect of procurement of paper, stationery, and equipment; budget allocation, expenditure, and cash flow; Compile specifications for contracting appropriate services providers; Manage and oversee contracts and service providers; Management of the marking process including script control; Management of the administration and logistics for the marking centres; Manage security of the facilities, question papers, scripts, and examination materials; Preparation of submissions and reports to DBE and senior managers; Manage recruitment and selection processes for Examination Assistants; Staff Management and supervision. Manage the printing facility.

- ENQUIRIES** : Ms L Bredenkamp Tel No: 021 467 2945
- POST 19/175** : **DEPUTY DIRECTOR: LEGAL REF NO: 198**
Directorate: Policy Co-Ordination
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), all-inclusive remuneration package
: Head Office, Cape Town
: An LLB degree with at least minimum 4 years' appropriate experience in legal environment. Proven Knowledge: The South African Constitutional Law and comparative systems; Public Finance Management Act; National Treasury Regulations; Provincial Treasury Instructions. The Promotion of Access to Information Act; The Promotion of Administrative Justice Act; Relevant educational policies; Relevant procurement prescripts; Public Service Act and Regulations. Skills: Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape Province; Well-developed research and legal writing skills; Well-developed innovative problem solving skills; Well-developed analytical skills; Presentation skills; Conflict resolution skills; Negotiation skills; Sound organising and planning skills; Sound interpersonal skills; computer literacy. Personal attributes: Diplomatic; Be able to work under extreme pressure; Be able to work according to very tight time frames; Be able to relate to people at various levels.
- DUTIES** : Commenting on proposed Education legislation/policies. Commenting on new or amended National/Provincial Legislation. Consulting with and advising Minister/HOD and Management within Education on complex or important new legislation and substantive amendments to existing National/Provincial legislation. Formulating, drafting, editing and certifying substantive amendment to Educational policies. Drafting, technical editing, scrutinising and verifying of policies/minutes drafted by officials within the Education Department. Scrutinising and commenting on policy documents (White & Green Papers) which serve as base documents for new National and/or Provincial Legislation. Supervision of the following: Operational planning and work organisation of the unit. Manage the staff of the unit including Staff performance, IPDP, Training and development, staff planning (recruitment, selection, leave management, well-being etc.). Financial management of the unit, compile the unit's budget and monitor and control the expenditure of the unit.
- ENQUIRIES** : Adv. LM Coleridge - Zils Tel No: 021 467 2299/2260
- POST 19/176** : **ASSISTANT DIRECTOR: FINANCE REF NO: 197**
Directorate: Infrastructure Delivery Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: Diploma in Finance, Economics, Accounting or Commerce. Three years relevant experience post-qualification. Valid Driver's License and computer literacy. Skills: Analytical and systems thinking skills. Written and oral communication skills. Planning and organizing skills. Computer literacy skills. Relevant experience: Three years relevant experience post-qualification and knowledge of financial inputs of assets Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Experience with institutional systems / processes. Candidate must be comfortable operating independently and in a team environment. The ability to multi-task, and work under changing and pressurized circumstances. Processing of payments on BAS (Basic Accounting System).
- DUTIES** : Extract, analyse and validate financial information for infrastructure projects / programmes. Provide financial administration services for all infrastructure Programmes and projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation.
- ENQUIRIES** : Mr GP Nieuwoudt Tel No: 021 467 2052
- POST 19/177** : **ASSISTANT DIRECTOR: MARKING SERVICES REF NO: 202**
Directorate: Assessment Management
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Cape Town
: A recognised three or four-year qualification (in teaching would be an advantage). At least 5 years' appropriate experience in a supervisory capacity.

		Experience in management, support or implementation of marking of NSC, SC or AET scripts. A valid driver's license. Proficiency in at least two official languages of the Western Cape. Knowledge: Knowledge of relevant policies, circulars, and regulations of the National Department of Basic Education and the WCED. Good knowledge of regulations for the administration and conduct of examination and assessment. Skills: Above-average verbal and non-verbal communication skills. Report writing. Formal presentation and facilitation skills. Advanced computer literacy (Word, Excel). Motivate staff. Values: Caring; Integrity; Accountability; Responsiveness; Innovation; Competence
<u>DUTIES</u>	:	The successful candidate will be responsible and accountable for the following tasks: manage the administration and training of marking officials for the NSC, SC and AET examinations; support the online marker systems; write submissions to appoint markers; arrange meetings; support training of markers; manage administration support of marking centres; manage re-mark and re-view processes of the department; develop media/manuals to support marking processes; support payment processes for marking officials; assist re-mark projects, competency tests for markers and awards functions as required; manage attendance, daily work and deliverables of marking unit; ensure SOPs are developed for sections of the marking unit; manage resources and procure resources as required.
<u>ENQUIRIES</u>	:	Ms M Combrink Tel No: 021 467 2946
<u>POST 19/178</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL PRINTING REF NO: 199</u> Directorate: Examinations Administration
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate B-degree or equivalent, with a minimum of 3 years' experience in dealing with printing at a supervisory level; Computer Literacy (MS office and Excel); Valid EB driver's licence. Knowledge of SC and NSC examination policies and processes. Recommendation: Knowledge of SC and NSC examination policies and processes.
<u>DUTIES</u>	:	Manage printing processes: Manage the printing and sealing of all exam related media for the province. Manage all media and other supplies. Manage all mechanical aspects of the print room. Manage all software related issues. Ensure that all required materials are printed as per required schedule. Be familiar with pre-production workflows. Manage supplier relationships. Manage all supplier relations. Be able to manage all technical areas of the print room. Manage security related issues. Ensure that all security related issues are addressed and maintained. Ensure that all printing follows the strict security measures as determined by the province. Ensure that all personnel adhere to all of the necessary security protocols. Reporting and Administration. Compile and issue progress reports. Identify and report on areas of improvement regarding printing processes. Report on technical issues that impede completion of projects. Human Resource Management. Motivate, train and guide staff within the Division, to achieve and maintain excellence in service delivery. Actively manage the performance, and discipline of staff within the Division.
<u>ENQUIRIES</u>	:	Ms L Bredenkamp Tel No: 021 467 2945
<u>POST 19/179</u>	:	<u>ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: 201</u> Directorate: Recruitment and Selection
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Cape Town
<u>REQUIREMENTS</u>	:	Degree in HR or equivalent and 3 years relevant experience. PERSAL; Compilation of statistical reports; Analysis of statistical reports; Analysis of work-study reports; Excel; MS Word; PowerPoint, Presentation skills.
<u>DUTIES</u>	:	Maintenance of the Establishment/ Organizational changes: Create a data base to maintain flow of establishment amendments. Analyse system to identify and correct inefficiencies. Advice and guidance to district/head offices/ institutions. Establishment function i.r.o. Appointments and Advertisements. Develop and maintain organograms. Maintain and update excess status on PERSAL. Record keeping. Manage the reservation of posts and post details. General Establishment Support: Manage the flow of nominations request. Advice and guidance to district/ head offices/ institutions on various functions. Participation in various committees (PPFM, TTT, etc.). Draft and check all

submissions for contract, acting and substitute appointments. Control the implementation of OD reports and establishment adjustments: Analyze OD report. Identify and advise on problem areas. Formulate alternatives. Inform role-players. Manage annual establishment adjustments. Manage the creation, abolition and amendment of posts as approved. Provide Statistics. Monthly status report. National statistics. Provincial statistics. Management statistics. Ad hoc requests. Request and manipulate exception reports Establishment training: Assist with the design and development of establishment training courses. Assist/present of above courses. Development of subordinates. Supervision of subordinates: Delegate and control workflow. Guidance and advice to subordinates. Performance and development management. Promote sound labour relations.

ENQUIRIES
CLOSING DATE

: Ms ML Mocke Tel No: 021 467 9278
: 10 June 2022