

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

**CLOSING DATE** : 29 August 2022  
**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

**OTHER POSTS**

**POST 30/273** : **REGIONAL TRAINING MANAGER (ELSENBURG) REF NO: AGR 44/2022**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher) in Agriculture or related field; A minimum of 3 years supervisory level experience; A valid driving licence (Code B or Higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge and understanding of the following: Agricultural Industry and relevant practices/policies; Industry related training programmes and relevant study fields including social and life skills related programmes; Legislation and prescripts regulating education, training and development. Skills needed: Interpersonal; Planning; Organising; Motivational; Project/ Project management; Budgeting; Diversity management; Entrepreneurial; Marketing; Report writing; Presentation; Facilitation; Coaching and mentoring; People management; Communication (written and verbal); Computer literacy in MS Office packages.

**DUTIES** : Manage the Regional training programmes and operations: Coordinate and facilitate the process of identification and analysis of training needs within the relevant region through stakeholder analysis in collaboration with the Centre Manager and relevant role players; Project/Programme Management: Manage development and specific training projects within the region; Communication and Networking; Finance and Budget: Give inputs to the annual operational budget of the sub-programme in relation to the operations of the decentralised centre; People Management: Managerial oversight, monitoring, guidance and support role with all personnel administration, human resource development and management, and operational management of the decentralised training centre.

**ENQUIRIES** : Ms M Cornelissen at Tel No: (021) 808 5497  
**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 30/274** : **VETERINARY TECHNOLOGIST: BACTERIOLOGY, VPH MEDIA AND COORDINATION (STELLENBOSCH) REF NO: AGR 43/2022**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3 year National Diploma (or equivalent qualification) in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (upload a copy of your SAVC registration certificate to the application as well as proof of payment of the latest registration fees); A minimum of 1 year relevant experience. A valid (code B or higher) driving licence. Recommendation: Experience in diagnostic veterinary bacteriology and other laboratory diagnostic disciplines such as serology and molecular biology. Competencies: Good professional conduct; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Written and verbal

communication skills; Ability to work independently and in a team; The ability to work accurately and precisely.

**DUTIES** : Diagnostic bacteriology, registration, preparation and processing samples for analysis and performing analyses, as well as media preparation and quality control; Relief duty in other laboratory sections such as serology and molecular biology as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the Laboratory information management system (LIMS); Administration: Maintenance of laboratory registers and statistics; Procurement of laboratory requirements; Stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

**ENQUIRIES APPLICATIONS** : Dr M Seutloali at Tel No: (021) 808 7529  
 : 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 30/275** : **LABORATORY CLEANER: BACTERIOLOGY/VPH/MEDIA AND COORDINATION (STELLENBOSCH) REF NO: AGR 42/2022**

**SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03)  
 : Department of Agriculture, Western Cape Government  
 : Basic Literacy and Numeracy (ABET). Recommendation: Proven working knowledge and experience in the following: Laboratory; Laboratory Practice (GLP) principles; Proficiency in Microsoft Office; Handling basic laboratory apparatus such as pH meters and analytical balances. Competencies: Record keeping; Good communication skills; Interpersonal skills; Listening skills; Ability to work under pressure.

**DUTIES** : Cleaning and disinfection of surfaces and floors; Specialized cleaning of laboratory glassware and other laboratory equipment instruments and items; Removal of refuse and biological waste, used glassware and other instruments; Perform basic maintenance on selected equipment and instrumentation; Maintain tidiness of designated laboratory section(s); Perform administrative and related functions.

**ENQUIRIES APPLICATIONS** : Dr. M Seutloali at Tel No: (021) 808 7529  
 : 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, Unit F6, Bayside Office Park, 41 – 43 Erica Road, Table View, 7441 (From Monday to Friday between 07:00am to 17:00pm);  
 Or 2. Post your application for Attention: Western Cape Government Jobs, PO Box 60495 Table View 7439;  
 Or 3. Email your application to: [westerncape@immploy.com](mailto:westerncape@immploy.com). Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).

**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 30/276** : **MEDICAL OFFICER GRADE 2 TO 3**  
 Chief Directorate: Emergency and Clinical Services Support  
 (12-Months Contract Post)

**SALARY** : Grade 2: R953 049 per annum  
 Grade 3: R1 106 037 per annum  
 (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Directorate: Clinical Service Improvement  
 : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Practitioner. Registration with a professional council: Current registration with the HPCSA as a Medical Practitioner. Experience: **Grade 1:** None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 5 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years of relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years of relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Services as required in South Africa. Inherent requirements of the job: Valid Code (B/EB) driver's licence. Be familiar with the legal, policy, managerial and clinical aspects of public health programmes/interventions and services. No work from home. Office-based position. Willingness to travel nationally or provincially. Competencies (knowledge/skills): Advanced computer literacy. Ability to work under pressure and to meet deadlines. Ability to perform a detailed and critical analysis of the performance of the health care services and propose constructive interventions. Project management. Ability to review research papers/publications and to provide recommendations appropriate for the health system. Ability to investigate and interpret data. Clinical skills and insight. Ability to travel to various districts and national offices. Sound has written and communication skills in at least two of the three official languages of the Western Cape. Good report writing skills. Knowledge of innovations and improvements in science methodologies. Good interpersonal skills and ability to work well with stakeholders at all levels. Ability to function independently and to be able to work in or lead a team. Knowledge of Health Information Systems and Western Cape Government care continuum. Appropriate experience in public health policy development and implementation. Qualification in Public Health.

**DUTIES** : The purpose of the job is to provide Public Health skills and technical support to the Directorate of Clinical Service Improvement. To lead and manage service design and redesign initiatives in the Directorate Clinical Service Improvement aligned to the departmental service priorities. Drive the development of new service design strategies to ensure relevant, efficient, and effective clinical care services in the WCGH&W health system. To streamline the care continuum across the province (identify and address bottlenecks). Contribute towards ensuring the effective rendering of Clinical Service improvement support in the Western Cape Province. The incumbent will work closely with public health specialists to ensure a congruent approach within the Department of Health Western Cape. Management of Financial and Human resources.

**ENQUIRIES** : Ms L Najjaar Tel No: (021) 815-8865  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 August 2022

**POST 30/277** : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**  
 Chief Directorate: Rural Health Services

**SALARY** : R571 242 per annum  
**CENTRE** : George Regional Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC.

Experience: A minimum of 9 years of appropriate/recognizable experience after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be an appropriate and recognizable experience after the obtaining of the post-basic course and the 1-year post-basic qualification as mentioned above. 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 in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least 2 of the 3 official languages of the Western Cape.

**DUTIES** : Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning & implementation of nursing care and the guidance of nursing and other personnel. Manage human, material and physical resources efficiently and effectively. Maintain professional growth/ethical standards and development of self and others. Display of core values of the Department of Health WCG in the execution of duties.

**ENQUIRIES** : Ms LK De Goede Tel No: (044) 802-4537  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 August 2022

**POST 30/278** : **OPERATIONAL MANAGER NURSING (SPECIALTY: THEATRE)**

**SALARY** : R571 242 per annum  
**CENTRE** : Directorate: Tygerberg Hospital  
**REQUIREMENTS** : 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: Operating Theatre Nursing. Experience: A minimum of 9 years of appropriate/recognizable experience after registration with the SANC as a Professional Nurse in General Nursing. At least 5 years of the above-mentioned period must be an appropriate and recognizable experience after the obtaining of the post-basic course and the 1-year post-basic qualification as mentioned above. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least 2 of the 3 official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing speciality within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards.

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

**ENQUIRIES** : Ms F Marthinus Tel No: (021) 938-4055  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 August 2022

**POST 30/279** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPHTHALMOLOGY)**  
 Garden Route District

**SALARY** : Grade 1: R388 974 (PN-B1) per annum  
 Grade 2: R478 404 (PN-B2) per annum  
**CENTRE** : Knysna/Bitou Sub-district

<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Ophthalmic Nursing. Experience: <b>Grade 1:</b> A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post-basic qualification as mentioned above. Registration with a Professional Council: Registration with the SANC as a Professional Nurse. Proof of annual registration with SANC. Competencies (knowledge/skills): Computer literacy (MS Office). Ability to function independently, as well as in a multi-disciplinary team to ensure good patient care. Proficiency in Ophthalmic Clinical practice. Ability to communicate effectively (both written and verbal) in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Responsible for the operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDCs, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.
<b><u>ENQUIRIES</u></b>	:	Mrs P.M. Peters Tel No: (044) 3028436
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	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 the 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 a change in registration status)".
<b><u>CLOSING DATE</u></b>	:	26 August 2022
<b><u>POST 30/280</u></b>	:	<b><u>ASSISTANT DIRECTOR LABOUR RELATIONS</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: An appropriate 3-year National Diploma or Degree in Human Resources. Experience: Appropriate experience in Labour Relations in the Public or Private Sector. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Strong interpersonal, planning, conflict handling and organising skills. Ability to think analytically and the ability to resolve problems. Understanding collective bargaining and dispute resolution in the essential services. Investigative and presiding skills in respect of disciplinary matters/ hearings.
<b><u>DUTIES</u></b>	:	Give expert advice and support regarding a variety of labour relations issues about misconduct, grievances, disputes and the IMLC to Managers. Deal with collective bargaining matters. Manage labour relations matters, e.g. Disciplinary procedures, grievance procedures etc. Manage and Facilitate IMLC Processes. Manage and oversee Labour Relations Training. Overseeing Labour relations administrative work. Ensure optimal supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Mr ZR Mhlanga Tel No: (021) 938 4138
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	26 August 2022

- POST 30/281** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT (SCRUM MASTER)**  
Directorate: People Development
- SALARY** : R382 245 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year qualification in IT Project Management (or equivalent) and appropriate experience in CEI Project Management. Experience: Appropriate experience in CEI Project Management (Scrum Master). Appropriate experience in IT Systems Development for People Management and Development. Inherent requirement of the job: Valid Code (B/EB) driver's license Willingness to travel. Competencies (knowledge/skills): Knowledge of CEI Project Management, Scrum Master, PMBOK, PRINCE2, and Supply Chain Management experience. Budgeting. IT Technical skills. Computer Literacy (MS Office package), MS Outlook. Problem-solving and reporting, data analysis skills. Time management. Sound knowledge regarding matters related to the post.
- DUTIES** : Plan and Co-ordinate key projects. Manage project resources and co-ordinate project forums/ meetings. Manage risks related to People Management/ People Development projects. Manage monitor and evaluate vendor performance against contracts and Service Level Agreements for People Management/ People Development Projects. Regular reporting to Management on the status of People Management/ Development Projects. Manage the relationship between the Department and relevant stakeholders. Manage staff with reference to development, labour relations and people practices. Handle telephone and written enquiries.).
- ENQUIRIES** : Mr A Thorne Tel No: (021) 483-5917  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- CLOSING DATE** : 26 August 2022
- POST 30/282** : **ASSISTANT DIRECTOR: DIAGNOSTIC RELATED GROUP**  
Chief Directorate: Emergency and Clinical Services Support
- SALARY** : R382 245 per annum  
**CENTRE** : Directorate: Diagnosis Related Groups  
**REQUIREMENTS** : Minimum educational qualification A health-related three-year National Diploma or Degree registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate supervisory experience. Appropriate experience with Diagnostic Related Groups, UPFS and Activity Based Costing and or other costing models. Inherent requirements of the job: Valid unendorsed (Code B/EB) driver's license. Willingness to travel on a regular basis away from the workplace to visit Healthcare Facilities that fall under the Western Cape Department of Health. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook). Knowledge and broad clinical background in general nursing, anatomy, physiology, medical terminology, and pharmacology. Ability to interpret and apply financial policies, procedures, and prescripts.
- DUTIES** : DRG utilising the DRG encoder, and the required analysis is performed. Ensure assessment and assignment of costs of data through utilisation of clinical records, accounts and invoices and capture of data utilising the DRG costing tool or activity-based or other methods. Manage service utilization by care coordination to meet the comprehensive Health needs of the individual client and to ensure quality and cost-effective outcomes. Effective and efficient supervision, planning and co-ordination of staff and activities in the component. Support the manager as a provincial advisory resource with regard to Diagnosis Related Groups (DRGs). Manage/participate in strategic relationships, interactions, and transactions with external stakeholders with regard to Diagnosis Related Groups (DRGs).
- ENQUIRIES** : Tamaryn-Jade Augustyn Tel No: (021) 826-5743  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

**CLOSING DATE** : 26 August 2022

**POST 30/283** : **TRADESMAN AID**  
West Coast District

**SALARY** : R124 434 per annum  
**CENTRE** : Clanwilliam Hospital, Cederberg Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate tradesman experience (plumbing, carpentry and mechanical). Inherent requirements of the job: Ability and willingness to do standby duties and hard physical work. Ability to work on high places (on top of roofs and water towers) and in small spaces (inside roof spaces and water tanks). Willingness to travel and work overtime. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to use a variety of equipment, tools and machinery.

**DUTIES** : Assist Artisans and Handymen in the execution of their respective duties. Perform various basic maintenance duties in the workshop and on the grounds. Undertake a variety of other general duties such as the physical movement of goods and equipment. Clean workshop and assist with repairs and maintenance functions effectively. Assist with the checking of maintenance and repairs of all equipment and furniture. Assist with sewer and electrical maintenance as well as repairs of laundries and plant rooms.

**ENQUIRIES** : Mr JP Martins Tel No: (027) 482-2166  
**APPLICATIONS** : The Manager: Medical Services, Citrusdal Hospital, Private Bag X14, Citrusdal, 7340.

**FOR ATTENTION** : Mr SP Cupido  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 26 August 2022

**POST 30/284** : **TRADESMAN**  
Garden Route District

**SALARY** : R124 434 per annum  
**CENTRE** : Oudtshoorn Hospital  
**REQUIREMENTS** : (Minimum educational qualification): Grade 10 (or equivalent). Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Effective communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Physically able to do hard manual labour. Ability to do overtime and standby duties. Ability to read and write written instructions. Effective communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Assist with the maintenance of buildings and equipment. Assist with installation of equipment and other items. Collection, movement and delivery of equipment and furniture. Assist with other support functions of a workshop as well as control of tools. Maintain professional growth/ ethical standards and self-development.

**ENQUIRIES** : Mr D Plaatjies Tel No: (021) 918-1406  
**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.  
**CLOSING DATE** : 26 August 2022

**POST 30/285** : **PORTER (X2 POSTS)**  
Chief Directorate: Metro Health Services)

**SALARY** : R104 073 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENT** : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate porter experience in a health facility. Inherent requirements of the job: Willingness to work shifts including nightshift, weekends and on public holidays. Willingness to work overtime when required. Ability to perform tasks such as lifting patients from/onto beds trolleys and wheelchairs. Competencies (knowledge/skills): Ability to speak in at least two of the three official languages

- of the Western Cape. Good interpersonal and communication skills. Ability to work under pressure. Willing to work in a team.
- DUTIES** : Accompany walking patients and transport sitting/non-walking patients per wheelchair/trolley from reception to the wards or from the wards to the treatment centres. Assist with the loading of patients in/out of ambulances/vehicles and render assistance to nursing staff with the transfer of patients to beds/trolleys and vice versa and assist with the transportation of corpses from wards and complete mortuary registers. Carry medical and other documentation (patient files, reports, etc.) to wards/treatment areas. Check, report, and replace gas cylinders in wards/treatment areas and assist with shifting of medical equipment to and from rooms. Responsible for the cleanliness of trolleys, wheelchairs, and working areas and report any defects to trolleys/wheelchairs to the supervisor and reply to requests from wards/clinics.
- ENQUIRIES** : Mr D Plaatjies Tel No: (021) 918-1406
- APPLICATIONS** : The Chief Executive Officer: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.
- FOR ATTENTION** : Ms A Titus
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 26 August 2022

#### **DEPARTMENT OF THE PREMIER**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 29 August 2022
- NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. You may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

- POST 30/286** : **ASSISTANT DIRECTOR: SERVICE CONDITIONS REF NO: DOTP 25/2022**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience. Recommendation: Working knowledge of PERSAL or similar system; 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. Competencies: Knowledge of the following: Public Service Act; Labour Relations Act; Compensation for Occupational Injuries and Diseases Act (COIDA); Basic Conditions of Employment Act (BCEA); Public Service Coordinating Bargaining Council (PSCBC) Resolutions; Department of Public Service and Administration (DPSA) Directives; Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Ability to work independently and as part of a team; Communication skill (written and verbal); Ability to analyse, conceptualise and implement policy; Conflict resolution; Supervisory skills.
- DUTIES** : Manage the administration of service conditions; Provide supervision and leadership; Ensure business and operational plan deliverables are met; Provide input to policy development.
- ENQUIRIES** : Mr R Stevens at Tel No: (021) 483 0836



**POST 30/287** : **CHIEF NETWORK TECHNOLOGIST: HEALTH AND SOCIAL DEVELOPMENT (EDEN KAROO) REF NO: DOTP 02/2022 R1**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Department of the Premier, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in IT or related; A minimum of 3 years' experience in network infrastructure management; A valid (Code B or higher) driving license. Recommendation: Microsoft & Cisco skills. Competencies: Knowledge of the following: National and International IT policies and trends; Financial management; Project management; Technical standards/procedures; Managerial functions; Service level agreements. Skills needed: Proven computer literacy; Planning and coordination; Decision making; Communication (verbal and written); Planning and organising; Conflict resolution; Research; Analytical thinking; Problem solving.

**DUTIES** : Plan, organise and control activities of staff and contractors who are responsible for the implementation; Quality control; Support and maintenance of network infrastructure; Preparing various network infrastructure documentation including training manuals; Liaising with client departments.

**ENQUIRIES** : Mr L. Benting Tel No: (021) 483 8941

#### **DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

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

**CLOSING DATE** : 29 August 2022

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16:00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert.

#### **OTHER POSTS**

**POST 30/288** : **ASSISTANT DIRECTOR: CONTRACT DEVELOPMENT REF NO: TPW 86/2022**

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Department of Transport and Public Works, Western Cape Government  
: An appropriate 3 year tertiary qualification (National Diploma/B-Degree or higher); A minimum of 3 years supervisory experience in contract management and/or administration of contracts. Recommendation: A valid driving licence (Code B or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Working knowledge of the following: Public Administration; Project Management; Monitoring and evaluation methods, tools and techniques; Legislation, regulations and policies impacting in public transport activities. Skills needed: Communication (Written and verbal); Computer literacy; Planning; Organising.

**DUTIES** : Assist with the establishment of legal and financial arrangements with contracting authorities (inter-governmental relations); Research, benchmark and analyse information from stakeholders, liaison/negotiation with stakeholders; Develop and drafting of contracts/agreements, ensuring that the contract terms and conditions are in line with government legislation and policies; Actively involved with the negotiation and development of auxiliary contracts with stakeholders (public transport infrastructure such as bus depots, ACSA, etc.), service providers and operators; Amend contracts/SLA's; Human Resource Management.

**ENQUIRIES** : Ms A Bissell at Tel No: 083 270 7699

**POST 30/289** : **PRINCIPAL PROVINCIAL INSPECTOR: LECTURER (VARIOUS POSTS AVAILABLE IN BRACKENFELL) REF NO: TPW 170/2021 R1**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Department of Transport and Public Works, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior certificate or equivalent qualification); Must be in possession of a Basic Traffic Diploma; A minimum of 6 years experience in the field; A valid code A and EC driving licence; No Criminal record. Recommendation: Sound knowledge of South African Qualifications Authority (SAQA), the National Qualification Framework and the sector education training authority environment; Applicable policies and procedures (extensive); Examiner of vehicles and/or examiner of driving licence. Competencies: Excellent communication (written and verbal) and report writing skills; Computer literacy (MS Office); Training and facilitating skills; Diversity Management skills; Interpersonal skills, Planning and organising skills; Ability to work under pressure and meet deadlines.

**DUTIES** : Administrative functions related to training; Provide inputs to improve learning material, facilitation techniques and resources; facilitating of learning; Assessment of learners; Representing the Directorate at training forums as part of ad-hoc responsibilities.

**ENQUIRIES** : Mr B Singh at Tel No: (021) 983 1500

**POST 30/290** : **ADMINISTRATIVE OFFICER: MASAKH'ISIZWE BURSARY PROGRAMME REF NO: TPW 84/2022**

**SALARY** : R261 372 per annum (Level 07)  
**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 1 year relevant experience. Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration; Skills Development Legislative and framework; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy; Strategic Infrastructure Plan; Relevant software packages & sound application of relevant computer programmes; Human capital and financial administration; Skills in the following: Computer literacy; Verbal and written communication; Report writing and formulation; Ability to interpret and apply policies; Ability to conduct basic research.

**DUTIES** : Render line administrative support to the Masakh'iSizwe bursars of the University of Cape Town/University of Stellenbosch and Cape Peninsula University of Technology; Co-ordinate administrative management control activities pertaining to the bursars studying at the University of Cape Town/University of Stellenbosch and Cape Peninsula University of Technology; Assist in conducting research on matters that impact and inform the Masakh'iSizwe Bursary Programme, as instructed by the Assistant Manager; Develop, implement and maintain administrative systems.

**ENQUIRIES** : Ms CL September at Tel No: (021) 483 9841